



City of Columbus
Mayor Michael B. Coleman

Department of Development

Mark Barbash, Director

In July of 2000, Mayor Michael B. Coleman directed a comprehensive review of city government to fundamentally improve the operation, management and delivery of city services. Stakeholder interviews showed that developers found plan approval to be too complex, unpredictable, and slow. In response the City has worked to consolidate, simplify, coordinate and streamline the business development process.

City employees partnered with local private sector and building industry representatives to identify changes and information technology enhancements that would improve customer service. This consolidation of services has resulted in the formation of the **One Stop Shop**. In November 2001, City Council codified select provisions that addressed basic industry responsibilities, the internal review process, service standards, and redress procedures. A Development Services Council was established, which will provide an important city-industry forum for monitoring development services performance on an on-going basis.

We have updated the Columbus Development Guide to reflect these changes. The Development Guide is designed to assist you through the development process and to ultimately expedite your project toward a successful completion. From obtaining a Building Permit to a Certificate of Appropriateness, this Guide will lead you step by step through the proper requirements.

The Development Guide contains a complete listing of the appropriate Departments and/or Commissions, preliminary information you will need, an explanation of how and when to access each process, a chart for each process and a glossary of important terminology.

Regardless of the nature or scope of your project, you are encouraged to contact the Division listed for further information. Your prompt contact will enable us to anticipate your needs and serve you properly.

We hope the Columbus Development Guide will remain a valuable resource for you.

Sincerely,

Mark Barbash
Director

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Introduction

Purpose:

In the City of Columbus, policies, standards and regulations on land use and development are designed to help ensure the health, safety and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the city's administrative system to efficiently and consistently enforce these policies, standards and regulations.

Development review is comprised of separate processes required in order to build or alter and to occupy a building. The number of processes you will need to activate depends on the existing circumstances and your plans for the premises.

This guide provides answers to fundamental questions you might have, as well as an overview of the entire development process, and identifies what

circumstances require a particular review. In addition, it presents a chronological chart showing what, if any, process must be completed before you can proceed to the next review phase.

Please remember:

All processing times given are approximate. This guide is not intended to provide every technical detail.

Always check with the appropriate city staff before you begin.

Fees are subject to change. Therefore, you will find only the appropriate source to determine charges rather than specific amounts.

Annexation

Why might you use the annexation process?

To bring lands adjacent to the jurisdictional boundaries of the city of Columbus in order to supply them with municipal services.

Where do you initiate the process?

The Franklin County Rural Zoning Commission
280 East Broad Room 202
Columbus, Ohio 43215
Monday-Friday
Phone: 614-462-3094

City of Columbus
Department of Development
50 W. Gay St. 3rd floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 5:00 p.m.
Phone: 614-645-7818

Annexations outside Franklin County are filed with the appropriate county zoning or planning office.

What information will you need to provide for annexation to Columbus?

Items to be incorporated in the Annexation Description (Description must be submitted in electronic form):

- A. The title
- B. The situate
 1. Acreage
 2. State, county and township location
 3. What Virginia Military District, United States Military District or Congress Lands the property is located in.
- C. Body of Description
 1. Each course of annexation description should be described in a separate paragraph and in a clockwise direction from the point of beginning to the point of termination.
 2. Each course must call for the directions: northwardly, southwardly, eastwardly and westwardly followed by a distance of the nearest foot and denote what property line it is to follow.
 3. The record in the Recorder's Office must be cited when an annexation line flows along an existing corporation line, along with the city or village ordinance number.
 4. Each course must include the names or the current adjoining owners together with the acreage or subdivision name or lot number.

5. When a recorded subdivision is within the borders of a proposed annexation, the name of the subdivision plat book and page number where recorded must be mentioned.

D. Acreage

1. All annexation descriptions must cite the acreage contained within its perimeter and if crossing a township, county or school district, the acreage must be cited in each one.

Items to be shown on Annexation Plats (Plat must be submitted in electronic form):

1. Location map.
2. Existing addresses of all properties being annexed.
3. The situate.
 - a) The situate is to be copied from the description.
4. Property to be annexed.
 - a) Boundary line of property to be annexed must be bolder lines and distinguishable from other lines.
 - b) Name(s) of owners.
 - c) Subdivision name, plat book and page where recorded, lot number or acreage, whichever is applicable.
 - d) The Auditor's district code and parcel number.
5. Property around annexation.
 - a) Name(s) of owners.
 - b) Subdivision name, plat book and page where recorded, lot number or acreage, whichever is applicable.
6. Proposed and existing corporation lines.
 - a) Must be distinguishable from other lines and the ordinance number along with the Recorder's miscellaneous record and page number of official record must be shown.
7. Streets or roads and the right-of-way width.
8. Distance of beginning to nearest intersection.

General Criteria

1. Extreme care should be taken that an annexation does not leave an "island" that is an area in the county surrounded by city or village. This is sometimes unavoidable.
2. Whenever possible, avoid irregular corporation lines.
3. A small scale map showing the location of the proposed annexation in relation to major highways and location of intersecting roads must appear on the plat.

4. When the proposed corporation line is along the right-of-way line of a road, the width of the right-of-way shall be included in the plat and in the description.

The proposed corporation line shall be along the right-of-way of the road and not in the centerline.

This only takes place when the city will be on both sides of the right-of-way.

5. Signatures of a majority of the owners of property being annexed must be obtained by the agent requesting the annexation.
6. Annexations that follow the centerline of a road or street will be accepted if only the Franklin County Commissioners find it beneficial for Franklin County or the municipality involved.

If the annexation is allowed, the city or village must accept or refuse the annexation within a period of no fewer than 60 days and no less than 120 days after receipt of the transcript.

If the annexation is denied, it may be refilled at anytime, but the procedure must be repeated from step one.

If the annexation is continued, a new hearing date will be set within a reasonable time.

Call the Franklin County Zoning Department at 614-462-3094 for more information.

Who else may be involved in the annexation process?

Department of Development
Public Utilities Department, Divisions of Water and Sewerage and Drainage
Public Service Department, Division of Transportation
Public Safety Department, Divisions of Police and Fire

How does the annexation process work?

See Chart B, page 33.

What is the time frame for the annexation process?

Annexation into the City of Columbus takes about 150 days.

How much does an annexation cost?

Contact the Franklin County Zoning Office of Budget Management at 614-462-3099.

How do you preserve comparable zoning?

Within thirty (30) days of the effective date of the ordinance annexing property to the city, owners of any property included within the boundaries of the land to be annexed may apply for the zoning, which is most comparable to the zoning, which existed in the township or county at the time of annexation. There is no guarantee that Council will approve the application.

Rezoning

Background

Zoning is the division of land into districts based on current or intended use. These districts have uniform zoning regulations including land use, height of structures, building setbacks, lot size, density, lot coverage, parking and other specific zoning code requirements.

Zoning regulations help ensure that the city will grow and change in a managed, predictable way while safeguarding the health, safety and welfare of the general public.

You must have the appropriate zoning in place before beginning any other development process.

Why might you use the rezoning process?

If the land you intend to develop is not zoned to permit the proposed use.

Where do you initiate the rezoning process?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.
614-645-7314

It is important to review the city's official property use record. In some instances, the recorded use and the actual use are not the same. This would indicate that rezoning or Council variance is necessary to bring the use into compliance.

Some properties may have a legal non-conforming use status. A section of the Zoning Code regulates their continued use.

What information will you need to initiate the rezoning process?

Completed Application (in duplicate) including a minimum of two of the following:

- ; Certified address
- ; Site plans
- ; Legal description of the property
- ; Notarized affidavit of names and addresses of adjacent property owners and mailing labels
- ; Project disclosure statement
- ; Complete E-plot and A-plot map

Special Note:

If the property is located in a floodplain, see Columbus Development Code Section 3311.31 for additional required information.

If the property is located in a Historic District or listed in the Columbus Register, contact the Historic Preservation Office at 614-645-8635.

Site plans, landscape plans and other additional information may be required for applications for Limited District zonings and Planned Development Districts.

Applicants should contact the Traffic Engineering Division before submission to discuss possible traffic impacts and study requirements.

Applicants should contact the Sewerage and Drainage Division to insure sufficient sewer capacity is available in the project area.

Application forms are available from Customer Service and on-line at www.columbusonestopshop.com.

Who else may be involved in the rezoning process?

Recreation and Parks Department
Department of Development, Planning Division
and Historic Preservation Office
Public Service Department, Transportation Division
Public Utilities Department, Divisions of Water
and Sewerage and Drainage
Area commissions or active community organizations
Public Safety Department, Fire Prevention Bureau
City Attorney's Office
Health Department
City Council
School District
Airport Authority
Architectural Review Commissions

How does the rezoning process work?

See Chart C, page 34.

What is the time frame for the rezoning process?

The time required to process a rezoning application depends on the complexity of the case and on applicant response to staff requests and revisions that may result from public hearings such as the Development Commission, area commissions or City Council. In general, a simple rezoning can be accomplished in 90-120 days.

How much will a rezoning cost?

The fee for a rezoning request depends on the type of district requested and the size of the site. The fee schedule is available at the Customer Service Center and on-line at www.columbusonestopshop.com.

Council Variance

Background

Council Variances permit a land use not otherwise allowed by the existing zoning district without changing the existing zoning district. A Council Variance requires completing a statement of hardship citing an unusual difficulty and may require conditions specifying property development standards as a part of the legislation.

Why might you use a Council Variance?

To allow a use of property prohibited by current zoning if such use will not adversely affect the surrounding property or neighborhood and if Council is satisfied that it will alleviate some hardship or difficulty.

Where do you initiate a Council Variance?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.
614-645-7314

What information must be provided for a Council Variance?

Completed application including the following exhibits:

- ; Certified address
- ; Site plans
- ; Legal description of the subject property
- ; Notarized affidavit of names and addresses of adjacent property owners and mailing labels
- ; Project disclosure statement
- ; Complete E-plot and A-plot maps
- ; Statement of hardship
- ; Any zoning violation orders

Note: If the property is located in a flood plain, see Columbus Zoning Code Section 3311.31 for zoning information.

If the property is located in a Historic District or listed in the Columbus Register, contact the Historic Preservation Office at 614-645-8635.

Application forms are available from the Customer Service Center are available and on-line at www.columbusonestopshop.com.

Who else may be involved in a Council Variance?

Recreation and Parks Department
Department of Development, Planning Division
Public Service Department, Transportation Division
Public Utilities Department, Divisions of Water and Sewerage and Drainage
Area commissions or active community organizations
Public Safety Department, Fire Prevention Bureau
City Attorney's Office
Health Department
City Council
School District
Airport authority
Architectural review commissions

How does the Council Variance process work?

See Chart D, page 36.

What is the time frame for a Council Variance review?

From the submission of a Council Variance application until final staff review, the time required is approximately four to six weeks. After staff review, an ordinance goes to City Council, with placement on the agenda depending on their scheduling constraints. Time also varies according to the participation of area commissions, architectural review commissions and civic associations and timelines of applicant response to staff considerations.

How much does a Council Variance cost?

The fee schedules are available from the Customer Service Center and on-line at www.columbusonestopshop.com.

Vacation/Sale or Use of Public Right-of-Way and City Property

Background

It is the policy of the City of Columbus to allow the use of certain portions of public right-of-way for private encroachments or air rights in public alleys, streets, sidewalks and for private leases for portions thereof when these uses provide a service to the general public and do not conflict with the present or potential future public use of the right-of-way. Fair market value will be charged for the sale, lease or use of public rights-of-way except where mitigating circumstances are identified by the city which provide a public benefit.

Why might you use the vacation process?

In the event that additional land (city owned parcels) will enhance your project without reducing public interest, one would submit a vacation application.

Where do you initiate the vacation process?

Rights-of-Way For Roadways, Streets and Alleys

Public Service Department
Transportation Division
109 North Front Street-3rd floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

Easements For Water Lines

Public Utilities Department
Water Division
910 Dublin Road-3rd floor
Columbus, Ohio 43215

Easements For Sewer Lines

Public Utilities Department
Sewerage and Drainage Division
910 Dublin Road-3rd Floor, Room 3031
Columbus, Ohio 43215

Easements For Electric Lines

Public Utilities Department
Electric Division
910 Dublin Road-4th Floor
Columbus, Ohio 43215

Public Parks

Recreation and Parks Department
90 West Broad Street-1st Floor
Columbus, Ohio 43215

All Other City Property

Development Department
Economic Development
109 North Front Street
Columbus, Ohio 43215

What information will you need to provide in order to acquire or use public right-of-way and city property?

Description of the property in question including:

- ; Address and parcel number
- ; Statement of qualifying need
- ; Proposed use
- ; Time period
- ; Description of structural changes
- ; Map/sketch of area to be considered

Who else may be involved in the vacation process?

City Agencies

Department of Development, Planning Division
Public Safety Department, Divisions of Fire and Communication
Public Service Department, Transportation Division and Refuse Collection
City Attorney's Office, Real Estate Division
Council Finance Committee representative
Land Review Commission

Private Agencies

Columbia Gas of Ohio
American Electric Power
SBC
Appropriate cable television provider
Appropriate Area Commission

How does the vacation process work?

See Chart E, page 37.

How much time is required in the vacation process?

After the request has been distributed to the appropriate city agencies, comments and recommendations are made, and returned to the applicant within 30 working days.

If no objections have been received, the entire vacation/sale process may be completed in as little as four months. If objections have been received, they must be resolved before the application is forwarded to the City's Land Review Commission for the preparation of a recommendation to City Council.

How much does the vacation process cost?

The cost involved in the vacation and sale of city property varies according to each application and its proposal and is determined by the City Attorney's Office-Real Estate Division.

Subdivision/Plat Review

Background

The subdivision process for the City of Columbus was established to subdivide land and prepare infrastructure for development in a comprehensively planned manner.

A plat is a legal document by which land is subdivided. It provides the legal definition of a building site and is required before a building permit or occupancy permit can be issued.

Why might you use the subdivision process?

You must follow the subdivision process if the property you intend to develop meets any of the following conditions:

- ; A platted or unplatted parcel is to be divided into six or more parcels.
- ; Property is to be developed in a manner not in conformance with the existing subdivision plat.
- ; Public parcels are to be dedicated.
- ; A platted building setback line is to be created, adjusted or deleted.

Where do you initiate the process?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.
(appointment required)
614-645-6175

What information will you need to provide?

Preliminary Plat-City Code Section 3123.18

- ; Submit 17 Mylar prints (for distribution and review by various involved agencies) of the preliminary sketch plat (plats of five lots or less may be exempt)
- ; Proof of Blockwatch Program facilitation

The preliminary plat shall be drawn to a scale of not less than 100 feet to the inch, and it shall include:

- ; Location and width of streets which are adjacent to or surround platted property
- ; Present location of all public and private boundaries, taxing districts, streets, watercourses, topography, etc. within the area, and land immediately adjacent thereto
- ; Proposed location and width of streets, alleys, lots, crosswalks and easements
- ; Existing sanitary and storm sewers, water mains, culverts, and other underground structures within the tract and adjacent thereto
- ; General location and size of the nearest water main and sewer outlet
- ; Proposed name of the subdivision, evidence of ownership of the tract, and the names of the sub-divider and engineer or surveyor platting the tract
- ; Name of each owner of the abutting property
- ; Contours with intervals of two feet, more or less
- ; North point, scale and date
- ; Current zoning classification
- ; Location and type of sanitary sewers or other disposal facilities
- ; Proposed common space
- ; Front setback lines
- ; Base flood elevation data

Additional information may be requested. Check at the Customer Service Center.

Final Plat-City Code 3123.19

Submit 17 prints (for distribution and review by various involved agencies) of the final plat.

Final plat shall be drawn to a scale not less than 100 feet to the inch.

The Development Director may permit a variation in the scale for plats of unusual size. If more than two sheets are required for any such plat, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet with an indication of all the other areas noted on any other sheet of the plat.

Drawings should be a minimum of (20" X 30") and a maximum of (30" X 40") outside dimensions.

The final plat shall contain and illustrate:

- ; Boundary lines of the area being subdivided with accurate distance and bearing; including section, township, corporation, taxing district and county lines
- ; Property lines of all proposed streets and alleys with their widths, names and bearing
- ; Accurate boundary lines of all grounds for public use or common use, and the acreage of same
- ; Line of departure of one street from another
- ; All common boundary corners of all adjoining lands and adjacent streets and alleys and their widths and names
- ; All lot lines with their bearing, identification system of lots, blocks, and other areas
- ; Easements for public use, services or utilities (street lights) with their dimensions
- ; All dimensions, linear and angular, boundary locations, lots, streets, alleys, easements and areas for public and private use expressed in decimals of a foot
- ; Radii, arc and chords, points of tangency, and central angles for all curvilinear streets, and radii for all rounded corners
- ; Name of the subdivision and description of the property subdivided, showing its location and extent, points of compass, scale and plane, dedication of streets and alleys, and names of owners and subdivider, together with appropriate evidence of ownership of the subdivision
- ; Front setback lines
- ; Certification of Land Surveyor, registered in the State of Ohio, to the effect that the plat represents a survey made by him, and that all necessary monuments are correctly shown thereon
- ; Base flood elevation data

Additional information may be requested. Check at the Customer Service Center.

Who else may be involved in the Plat Review?

Recreation and Parks Department
Public Utilities Department, Divisions of
Water and Sewerage and Drainage
Public Service Department, Divisions of
Transportation and Refuse Collection
Department of Development, Divisions of
Planning and Building Services
Public Safety, Division of Fire
Health Department
Board of Education
Franklin County Department of Engineering
Airport Authority

How does the Plat review process work?

See Chart F — Preliminary Plat Review, page 38.
See Chart G — Final Plat Review, page 39.
See Chart Q — Concurrent Plat & Plan Review Process, page 52.

What is the time frame for the Plat review?

Service standards allow for 22 days for a preliminary plat and 42 days for final plat review.

How much does a Plat review cost?

The fee schedule may be obtained from the Customer Service Center or on-line at www.columbusonestopshop.com.

Lot Split Procedure

Why might you use the lot split procedure?

At the time land is to be divided a lot split applicant should contact the Building Services Division.

Where do you initiate a lot split?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.
614-645-7314

What information must be provided in a lot split?

The applicant shall supply a recent, full size stamped tax parcel map of the site, obtained from the Franklin County Auditor's Office.

Applicants should analyze the split with a zoning clearance officer prior to having a survey drawn.

The following information shall be shown on a recently completed survey:

- ; Scale
- ; North point
- ; Property lines and dimensions of the lot or parcel proposed to be split
- ; Property line and dimensions of each of the lots or parcels proposed to be created
- ; Proposed use of each parcel to be created
- ; Locations, dimensions and names of all public ways either on or adjacent to the subject property and location or dimension and purpose of all easements of record
- ; Any unusual topographic features such as streams, hills, ravines, etc., and any floodplain showing the boundaries of the floodway and floodway fringe.
- ; Location, use and dimensions of all existing structures on the property
- ; A reference point, such as a street intersection
- ; Locations and dimensions of any existing on-site parking and curb cuts

If the property is located in a Historic District or listed on the Columbus Register, see Columbus Development Code Section 3116 for additional required information.

All lot splits are forwarded to the Public Utilities Department Divisions of Water and Sanitation for review and approval.

If the lot split would interfere with the acquisition of future right-of-way for city streets, the lot split application may need to be forwarded to the Transportation Division for their review. This process will be carried out by the Building Services Division.

If the lot split is located on a state highway, the lot split application may need to be forwarded to the Ohio Department of Transportation for their review.

Any additional background information pertaining to the site as determined by the development review staff.

How much time is involved in the lot split?

Within approximately 10 working days after the date of application, a decision to approve or disapprove the proposed lot split will take place.

Note: After the lot split has been approved, the applicant takes the description to the County Engineer's Office for approval and recording.

How much does a lot split cost?

A fee schedule may be obtained from the Customer Service Center or on-line at www.columbusonestopshop.com.

Roadway Engineering Review Process

Background

The Public Service Department Transportation Division Plan Review Section reviews street and subdivision plans submitted to the City of Columbus by consulting engineers for compliance with city specifications and requirements.

Street plans will include streets, water mains, storm sewer systems and street lighting systems.

Why must you use the street design review process?

To construct streets, approval will be needed from the Transportation Division Plan Review Section as well as other divisions. Proper specifications must be followed in order to dedicate the street to the city.

Where do you initiate the street design review process?

Public Service Department
Transportation Division
109 North Front Street 2nd Floor, Room 220C
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

What information do you need to provide?

The following information should be included upon application to the Plan Review Section:

- ; Signature block
- ; General notes
- ; Typical street sections
- ; Vertical control-benchmarks
- ; Engineer's signature and seal
- ; Quantities-pavement, storm sewer, water mains and streetlights
- ; List of City of Columbus Standard Drawings used
- ; Plans and profile sheets
- ; Index map-1"=200'-scale map of project
- ; Location map
- ; Profiles of streets, storm sewer and water mains
- ; Details if needed

Who else may be involved in the street design review process?

Public Utilities Department, Divisions of Water, Electricity and Sewerage and Drainage
Public Safety Department, Fire Prevention Division
Recreation and Parks Department
Private utilities

How does the street design review process work?

See Chart H, page 40.

How much time is involved in the street design review process?

Usually 25 days elapse from the time the checked prints are distributed to the appropriate divisions until they are returned to the Plan Review Section. This does not include the time plans are at the consultant being checked. Private construction plans will follow the One Stop Shop standard process. Public/CIP jobs do not apply. Time frame varies with the size and complexity of each review.

How much does the street design review process cost?

\$200 per sheet.

Right-of-Way Permit

Background

A 910 Permit is the city's method of comprehensively regulating access to, and structures and facilities in city rights-of-way to promote efficiency, discourage duplication of facilities, lessen public inconvenience of uncoordinated work in the rights-of-way and promote public safety.

Any person who desires to occupy, construct, own or operate structures or facilities in, on, under, or over any rights-of-way within the city of Columbus, or public property owned by the city of Columbus, shall be required to first obtain a right-of-way use permit in conformance with Chapter 910 of the Columbus City Code.

Where do you initiate the 910 Right-of-Way Use Permit process?

Department of Public Service
Transportation Division
109 North Front Street, Room 310
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

How do you initiate the process?

Request a Right of Way permit application packet from the Transportation Division.

How does the permit process work?

Applicants must complete and file a Right-of-Way Permit application with the Transportation Division. In addition to other requirements outlined within the permit application, this application must designate what type of facilities are proposed for placement within city rights-of-way and what type of permit is requested. Two types of Right-of-Way permits are available, General and Special. They vary based upon the magnitude of proposed right-of-way use.

The Transportation Division then reviews all permits before submitting them, along with a recommendation for approval or denial to the Public Service Director. On the lesser magnitude (Special), the Public Service Director may then grant or deny the application. For the larger magnitude permit (General), the Public Service Director makes a recommendation to the City's Right-of-Way Board. All denied applications may be appealed to the Right-of-Way Board.

What is the time frame for approval?

Time varies depending upon the type of permit requested, City Code provides 45 days to complete the process.

What steps must be taken to obtain a Right-of-Way Use Permit?

See Chart M, page 47.

How much will a permit cost?

Costs varies depending upon the type of permit issued and the fee payment option selected. These costs are outlined in the Right-of-Way Permit application package.

Infrastructure Inspection

Background

The Transportation Division Construction Inspection provides inspection services to ensure compliance with the City of Columbus Construction and Material Specifications and other requirements of the development plan. The City of Columbus requires inspection of the installation of all sanitary sewers, storm water retention, storm drainage, streets and roads, water lines, traffic signals, street lights, gas lines in the city of Columbus right-of-ways and right-of-way improvements (i.e., pavement widening, berm improvements, ditch improvements, etc.) shown on approved CC, Dr. D or Dr. E drawings and for plant inspection of many of the materials incorporated.

When would you request construction inspection?

Prior to construction, and upon receipt of drawing approval, deposit of the construction inspection fees, and completion of the cut sheets for the layout of the construction work.

Where do you initiate Construction Inspection Services?

The licensed contractor/developer must call 614-645-3182 from 7:30 a.m. to 4:30 p.m. once the previous paragraph has been satisfied.

What information will you need to initiate the construction inspection process?

- ; Approved drawings
- ; Deposit of Construction Fees
- ; Cut Sheets (survey sheets developed for the depth of a cut for an excavation and location of the work.)

Who else may be involved in construction inspection?

Recreation and Parks Department
Department of Development, Planning Division
Public Utilities Department, Divisions of Water and Sewerage and Drainage
Area commissions or active community organizations
Public Safety Department, Fire Prevention Bureau
City Attorney's Office
Health Department
School District
Airport authority
Architectural review commissions

What are the procedures for approval of Infrastructure Construction Inspection?

The processes and procedures for obtaining approval of your infrastructure construction is shown on Street flowchart M, Sanitary Sewer flowchart N and Water Line flowchart O contained in this document.

How long does the construction inspection process take to complete?

The time frame for completing the construction inspection process is the same as the time required to complete a project and generally coincides with the construction schedule.

How much does construction inspection cost?

Your deposit for construction inspection is an estimate of the actual cost of inspection based on the size of a project. The actual cost to complete the inspection of the construction installation is the cost you will incur. If changes occur on a project or time required for construction changes, an additional deposit amount may be required. If the total cost of the inspection is less than the deposit amount, a credit will be forthcoming.

Stormwater Approval Process

Where do you initiate the sewer review process?

Department of Public Utilities
Sewerage and Drainage Division
Stormwater Section
910 Dublin Rd. 3rd floor
Columbus, Ohio 43215
Monday-Friday 7:30 a.m. – 4:30 p.m.
Phone: Permit Counter 645-7490
Stormwater 645-6311
Sediment and Erosion 645-6311

What information should be included on the civil engineering plans?

- ; Prepared on division size and format sheets
- ; Signature block
- ; General notes
- ; Vertical control-benchmarks
- ; Engineer's signature and seal
- ; Grading plan
- ; Plan and profile sheets
- ; Sediment and erosion controls
- ; Quantities
- ; List of City of Columbus Standard Drawings used
- ; Index map-1"=200' scale map of project
- ; Location map
- ; Details if needed
- ; Street address

Other information to be included upon application to the Sewer Design section:

- ; See Chart I for amounts
- ; Engineering calculations
- ; Tributary area map
- ; Easements
- ; Drawing number application
- ; Refer to Storm Water Drainage Manual and Erosion and Sediment Control Regulations, available at the Sewer Permit Counter)
- ; Evidence of 404 or 401 permits if required
- ; Evidence that plans are in compliance with the Ohio Environmental Protection Agency (OEPA)
- ; Permit to install

Who else may be involved in the sewer review process?

Public Service Department, Transportation Division
Public Utilities Department, Divisions of Water and Electricity
Recreation and Parks Department

How does the sewer review process work?

See Chart I, page 42.

What fees will be required?

Sewer permit fees are determined according to each case at the Sewer Permit Counter at the Dublin Road Utilities Complex.

Stand-by inspection fees are collected before the start of construction

There is no fee for review of sewer plans

Who do I contact?

General Information
645-6311

Sewer Availability
Construction Inspection Fees
645-7490

Stormwater design requirements
General development questions
645-6321

Plan Routing and Approval Information
645-3028

When paying Standby Inspection Fees, be prepared to provide the following information:

- ; Project Title
- ; CC drawing number
- ; Developer's name, address, phone and fax
- ; Contact person, name, address, phone and fax
- ; Easement approval
- ; Address plat (if applicable)
- ; Name of Licensed Sewer Contractor
- ; Licensed Sewer Contractor phone & fax
- ; Call Permit Office for correct fees
- ; Check payable to the Columbus City Treasurer

Please call the Sewer Permit Office with questions at 645-7490.

Sanitary Sewer Plan Review Process

Where do you initiate the sanitary sewer plan review process?

Department of Public Utilities
Sewerage and Drainage Division
Sewer System Engineering Section
910 Dublin Road, 3rd floor
Columbus, Ohio 43215
Monday-Friday 7:30 a.m. – 4:30 p.m.

What information do you need to provide?

For a complete listing of all items required on a sanitary sewer plan refer to the Sanitary Sewer Design Manual and Procedures and Standards for Creation and Submittal of Sewer Drawing Plans, both available at the Sewer Permit Counter.

The following is general information that should be included on the civil engineering plans in CC drawing format:

- ; Signature block
- ; General notes
- ; Vertical control-benchmarks
- ; Engineer's signature and seal
- ; Plan and profile views
- ; Sediment and erosion controls
- ; Quantities
- ; List of City of Columbus Standard Drawings used
- ; Index map-1"=200' scale map of project
- ; Location map
- ; Tributary area map
- ; Details, if needed

Other information to be submitted with sanitary plans:

- ; Engineering calculations
- ; Easements
- ; CC-Drawing application

Who else may be involved in the sewer review process?

Public Service Department, Transportation Division
Public Utilities Department, Divisions of Water and Electricity
Department of Recreation and Parks

How does the sewer review process work?

See Chart I, page 42.

What fees will be required?

There is no fee for review of sewer plans.

Stand-by inspection fees are collected before the start of construction.

Payment of Sewer capacity, sewer permit and front footage are determined at the Sewer Permit Office.

Who do I contact?

General information
645-8156

Sewer availability, private development plans and general sewer information
645-6270/645-6315

Sewer permit information, sanitary lateral inspection and fee information
Sewer Permit Office
645-7490

Plan routing information
645-3028

Map Room
645-6316

Private utility company plan review for conflicts with sewer facilities, easement and right-of-way vacation
645-7436

Suburban Sewerage Service Agreements
645-6290

Information regarding digital submittal of plans
645-6810

Water Line Approval Process

Where do you initiate the water line approval process?

Public Utilities Department
Water Division
910 Dublin Road
Water Information Counter 2nd floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

Phone:

Permit Office
645-7330

Plans/Engineering
645-7677

Customer Service
645-8270

Consumer Service
645-8230/8220

What information do you need to provide?

Any questions regarding site plans should be directed to the Water Information Counter.

Who else may be involved in the water line approval process?

Public Service Department, Transportation Division
Public Utilities Department, Divisions of Electricity
and Sewerage and Drainage
Public Safety Department, Fire Prevention Bureau
Recreation and Parks Department
County engineer
Private utility agencies

How does the water line approval process work?

See Charts J and K, pages 43-45.

Board of Zoning Adjustment

Background

The Board of Zoning Adjustment was created to consider:

- ; Variance requests for relief from certain provisions and development standards of the Zoning Code.
- ; Special Permits for identified land uses which, due to unique characteristics relative to location, design, size, operation, circulation or need for public services, require BZA approval. A Special Permit is also required for prescribed enlargement or expansion of a non-conforming use.
- ; Appeals from anyone affected by an order, requirement, decision or determination made by the administrator of the Building Services Division.

The above excludes any decision under the jurisdiction of the Graphics Commission or use variances under the jurisdiction of City Council.

Where do you initiate a Board of Zoning Adjustment action?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.
614-645-7314

What information do you need to provide for a Board of Zoning Adjustment variance?

Application package including two copies of the following:

- ; Application form
- ; Site plan
- ; Legal description of the subject property
- ; All data layer E-Plot and A-Plot tax map labeled to engineers scale
- ; Project disclosure statement
- ; Certified address and tax parcel number
- ; Notarized affidavit form containing names and addresses of surrounding property owners
- ; Statement of hardship
(except for Special Permits and Appeals)

Forms are available from the Building Services Division. Inquire at the Customer Service Counter and on-line at www.columbusonestopshop.com.

For variances, special permits and appeals, contact the Customer Service Center at 645-7314.

Who else may be involved in a Board of Zoning Adjustment action?

Applications are reviewed by various departments and divisions of the city so they can issue an opinion concerning the effect any variance may have on their operation and administration. Those divisions include, but are not limited to:

Department of Development, Neighborhood Services Division
Public Service, Transportation and Refuse Collection Divisions
Public Safety, Fire and Police Divisions
Public Utilities, Divisions of Water and Sewerage and Drainage
Recreation and Parks Department
Health Department
Historic Preservation Office
Architectural Review Commissions
Area commissions and community organizations

How long does a Board of Zoning Adjustment take to complete?

The Board of Zoning Adjustment process takes approximately 3 months for completion. Time varies according to when an application enters the cycle.

How much will a Board of Zoning Adjustment variance cost?

A fee schedule may be obtained from the Customer Service Center at 645-7314 or on-line at www.columbusonestopshop.com.

Graphics Commission

Background

The Graphics Commission was created to consider these items that relate to the display of signs and other graphics throughout the City of Columbus:

- ; Variance Requests
- ; Graphics Plans
- ; Special Permit Requests
- ; Miscellaneous Graphics Review and Approval
- ; Appeals

These items are defined in Chapter 3382 of the Graphics Code.

The Commission is also charged with the responsibility of:

- ; Reviewing special graphics control area design criteria and standards proposed for adoption and to make a recommendation to City Council.
- ; Serving as a board of appeals from rulings or procedures of the Board of Examiners of General and Limited Sign Erectors.
- ; Reviewing the existing graphics code and proposing new legislation to be prepared by the department.
- ; Recommending changes to city codes pertaining to graphics.

Where do you initiate any Graphics Commission action?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m - 4:00 p.m.
614-645-7314

What information do you need to provide for a Graphic Commission Variance?

Complete application package including two sets of the following:

- ; Application form
- ; Notarized affidavit form providing the names and addresses of adjacent property owners
- ; Statement of hardship (except for Special Permits and Appeals)
- ; Project disclosure statement
- ; All data layer E-Plot and tax map label to engineers scale
- ; Certified address and tax parcel number
- ; Site plan
- ; Legal description of the subject property
- ; Location map

Forms are available from the Building Services Division. Additional information and instructions are included with the forms. Information regarding variances, special permits and appeals is available at the Customer Service Center and on-line at www.columbusonestopshop.com.

What other agencies may be involved in a Graphics Commission decision?

Public Service Department Transportation Division
Historic Preservation Office
Area commissions
Architectural Review Commissions

How does the Graphics Commission process work?

See Chart L, page 46.

How much time is involved in a Graphics Commission action?

The Graphics Commission process takes approximately 3 months for completion. Time varies according to when the application enters the review cycle. If it is a miscellaneous permit application, the time is reduced to approximately 2 months.

How much does a variance from the Graphics Commission cost?

A fee schedule may be obtained from the Customer Service Center at 645-7314 or on-line at www.columbusonestopshop.com.

Graphics (Sign) Permit

Background

The Columbus City Codes, under the authority of the Ohio Building Code requires a permit prior to the installation or modification of most exterior signs.

A Certificate of Zoning Clearance and permit for a permanent or temporary sign ***must be issued to and installation done only by a sign contractor licensed by the City of Columbus.*** Miscellaneous sign permits may be issued to the public or a licensed sign contractor.

Sign Types:

- ; Billboards
- ; Permanent graphic*
- ; Temporary or miscellaneous graphic**

* *These signs may be on or off premise, illuminated or non-illuminated*

** *This category would include banners and political signs*

When do you need a Graphics Permit?

To change, modify or reface an existing sign.

To erect, install, modify or reface signs larger than nine square feet in total area.

To install or erect illuminated signs.

Where do you initiate the Graphics Permit process?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.

What information will the licensed sign erector need to provide in order to obtain a Graphics Permit?

Application package that includes:

- ; Completed and signed application form and three sets of documents comprised of the following:

- \$ Site plan
- \$ Location map
- \$ Elevation drawing(s) showing sign
- \$ Sealed structural drawing(s)
- \$ Any other information required by city code or policy

Forms are available at the Building Services Division. Inquire at Customer Service or on-line at www.columbusonestopshop.com.

Who else may be involved in the Graphics Permit process?

Public Service Department, Transportation Division
Architectural Review Commissions
Additional local groups

How much does a Graphics Permit cost?

Contact the Customer Service Center for current information regarding fees involved in the Graphics review process. Fee schedule is available on-line at www.columbusonestopshop.com.

Zoning Clearance

(for zoning clearance/building permit process)

A Zoning Review checklist containing a comprehensive list of items that will be checked by the Zoning Plans Examiner and is available at the Customer Service Center or on-line at <http://www.columbusonestopshop.com>.

Scheduling a pre-application review with a Zoning Clearance Officer is recommended. This will generally reduce the processing time at the building permit stage. Usually the same Zoning Clearance Officer will be assigned to the project from pre-application through issuance of the Certificate of Zoning Clearance.

It is important to recognize that the Zoning Clearance function acts as a clearinghouse for several city agencies. These include Transportation, Sewers and Drainage (Stormwater), Water Division, Fire Prevention, Recreation and Parks and Airport Authority. Approval by each of these and all other applicable agencies is required prior to Zoning Clearance issuance. It is important, therefore, to consult with each agency in the early stages of each project. This will also help ensure that the Zoning Clearance review process will proceed smoothly.

Building Permit

Background

A building permit represents the city's authorization to begin construction. This permit is issued after comprehensive review of development and construction plans.

Building permits are also required for demolition, repairs and remodeling.

Why might you use the building permit process?

If you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a building, structure, or building service equipment, you must follow the building permit process.

Where do you initiate the building permit process?

Department of Development
Building Services Division
Customer Service Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday-Friday 8:00 a.m. – 4:00 p.m.

What information will you need to provide?

For Residential Building Permits (one, two, three family houses), you will need:

- ; Completed Building Permit application form
- ; Two copies of a site plan
- ; Two copies of the building plans for the project
- ; Any other materials that may be required to meet city code or policy
- ; Method of payment (check or credit card)

For Commercial Building Permits (four or more family residential or commercial units), you will need:

- ; Completed Building Permit application form
- ; Three completed sets of building plans (including site plans) sealed by a State of Ohio registered architect or engineer
- ; For new construction or additions, fifteen additional "loose" site plans
- ; One set of any specifications called for in the project
- ; Any other materials or information required by city code or policy

How much time is involved in the building permit process?

The typical review time for residential plans is seven business days and 20 business days for commercial plans.

How much does a building permit cost?

A fee schedule may be obtained from the Customer Service Center at 645-7314 or on-line at www.columbusonestopshop.com.

Additional information

Blanket Residential Permit — A builder of a new home, apartment or condominium may choose to purchase a blanket residential permit covering all building and mechanical permits and inspections.

Historic Review— Certificate of Appropriateness

Background

In the City of Columbus, there are five architectural review commissions: German, Italian and Victorian Villages, the Brewery District and the Historic Resources Commission. These districts are established by Code. Changes to sites or the exteriors of existing buildings in these districts including rehabilitation, total or partial demolition or additions, new construction and site changes must receive a Certificate of Appropriateness from the respective architectural review commission before work begins.

The City of Columbus also maintains the Columbus Register of Historic Properties. The Columbus Register, administered by the Historic Resources Commission, includes fifteen historic districts and over forty individual properties. Additions may be made to the Register every year. Once a property is listed on the Register, changes (as listed above) to the properties must also go through a Certificate of Appropriateness review process. The review process for all the architectural review commission must follow the code procedures.

Why might you need a Certificate of Appropriateness?

If a property is in an architectural review district or listed on the Columbus Register (determination can be made by Customer Service Center staff at 757 Carolyn Ave., 645-7314 or Historic Preservation Staff at 109 N. Front St., 645-8620), a Certificate of Appropriateness must be obtained before a building permit can be issued.

Where do you apply for a Certificate of Appropriateness?

Department of Development
Neighborhood Services Division
Historic Preservation Office
109 North Front Street, Ground Floor
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

645-8620

What information will you need to provide?

All applicants need to submit a Certificate of Appropriateness application. This form is used by all architectural review commissions, and may be obtained from the Historic Preservation Office. Instructions on the application form explain the process in detail.

Items that may be included with the application area as follows:

- Conceptual review-preliminary review — no certificate issued
- Description of changes to the site
- Type of new construction
- Demolition plans
- Exterior change
- Additional changes-not previously discussed
- Color photographs of property (35mm)
- Samples of materials
- Drawings of any graphic or sign
- Landscaping plans
- Site plans (with preliminary zoning approval)

Who else may be involved in the review process?

The Downtown Commission, University Area Review Board, German Village, Victorian Village, Brewery District, Italian Village and Historic Resources Commissions review applications within their respective jurisdictions.

How much time is involved in the Certificate of Appropriateness review process?

Applications are due two weeks prior to the commission meeting at which the application is to be reviewed. Commission findings will be forwarded to the applicant.

How much will it cost?

There is no charge for the review of Certificate of Appropriateness applications.

Certified Address Requirements

In order to obtain a Certified Address the following information must be provided at the time of application to the Transportation Division's Map Room staff.

Department of Public Service
Transportation Division
109 North Front Street, Room 310
Columbus, Ohio 43215
Monday-Friday 8:00 a.m. – 4:00 p.m.

Single family and twin single residential, individual condominium unit, or existing single business commercial structure Certified Addressing requests must include the following information:

- ; Existing address
- ; Property location map and/or parcel number
- ; Type of building
- ; Purpose for requesting Certified Address
- ; Name of person/company in need of certified address and phone number(s) and FAX number(s)

Subdivision Plat, and Multifamily, or Commercial Development Certified Addressing requests must include a site drawing along with a letter of transmittal. This submission must include the following information: *(An electronic version of this drawing is preferred and will significantly reduce the time necessary to obtain certified addresses. This submission must be delivered in a format readable by AutoCAD 2000, with AutoCAD 2000 RDBL (disc label name).*

- ; Submission date
- ; Engineering, Architectural or other company name
- ; Job name
- ; Contact person(s) and phone number(s)
- ; FAX number(s)
- ; Property location (relative to a known point, i.e. street intersection, subdivision corner, etc.)
- ; Development outline (with Bearings and Distances)
- ; Property outline, if different from development outline (with Bearings and Distances)
- ; Parcel Outlines, if multiple parcels exist (with Bearings and Distances)
- ; Parcel number(s)
- ; Building outline(s) with dimensions (existing and proposed)
- ; Type of structure(s), number of units in structure(s)
- ; Building floor plan(s) (multi-unit buildings only)
- ; Public and Private Street(s) within, and/or abutting, development area (with Bearings, Distances, Curve Data, etc.)
- ; Drives and parking lots
- ; Paved private sidewalks

Where construction is proposed across multiple parcel boundaries, parcel combination may be required. Please contact one of Building Development Services' Zoning Clearance Officers for clarification in this matter.

Please Note: Prior to releasing a Certified Address (Residential or Commercial) the Transportation Division will first verify that the following actions have been completed for projects requiring the construction of public and/or private (to be named) roadways:

- ; The names of any associated public and private roadways have been approved by the Transportation Division.
- ; Associated and adjoining public roadway dedications have been signed by all necessary City officials.
- ; Legislation accepting associated roadway dedications has been approved by City Council
- ; Recording fees for associated roadway dedication(s) have been delivered to the Transportation Division.
- ; Original plans (tracings), for associated public roadway construction, have been delivered to the Transportation Division and signed by all necessary City officials.
- ; Bonding, plan review fees, and inspection fees for the construction of associated public roadways has been delivered to the Transportation Division .
- ; Roadway construction agreements between the City and developer have been signed by all parties.
- ; Associated and adjoining public roadway dedications (plats and/or deeds) have been recorded at the appropriate County Recorder's Office by the Transportation Division.

Please Note: The information required to obtain a Certified Address from the Transportation Division may be submitted in person or fax.

Also, preliminary address information is available within residential subdivisions, for utility coordination purposes upon written request. This process is a slight modification of the previously described Certified Address process.

Commonly Asked Questions

How do wetland and flood plain issues affect my development?

Wetland and flood plain issues may have significant impact on development potential. If it is determined a wetlands or flood plain problem exists, federal regulations and requirements will have to be met prior to proceeding with permit applications.

Do I need a building permit?

All work involving new construction and most work involving remodeling will require a building permit prior to beginning. Work classified as maintenance does not. Zoning Clearance may also be required. The Zoning Clearance function acts as a clearinghouse for several city agencies. These include Transportation, Sewers and Drainage (Stormwater), Water Division, Fire Prevention, Recreation and Parks and Airport Authority. Approval by each of these and all other applicable agencies is required prior to Zoning Clearance issuance.

What are the hours of operation for the Department of Development?

Most Department of Development issues addressed in this document will be located at 757 Carolyn Ave.

Customer Service Center:
Monday-Friday 8:00 a.m. – 4:00 p.m.

Neighborhood Services:
Monday-Friday 8:00 a.m. – 4:00 p.m.

Building Services:
Monday-Friday 8:00 a.m. – 4:00 p.m.

What if I'm doing work in a Historic District and I know I do not need a building permit. Do I still need a Certificate of Appropriateness?

All exterior modifications in Historic Districts require a Certificate of Appropriateness whether a Building Permit is required or not. The Commission's review and approval includes many projects that do not require a permit. Check with the Historic Preservation Office to verify requirements for your specific situation.

General Questions:

What is the cost of a permit?

Contact the Cashier at (614) 645-6090 or view on-line at <http://www.columbusonestopshop.com/>.

When are the inspectors in the field?

8:30 a.m. - 4:00 p.m. Monday-Friday.

When can I reach an inspector?

The best time to reach an inspector is 7:30-8:30 a.m. and 4:00-4:30 p.m.

How do I cancel an inspection?

Call the Cancellation Line
(614) 645-7847

Where do I call for general inspection questions?

(614) 645-5698

Who do I contact to obtain a contractor's license?

License Supervisor
(614) 645-2398

Where do I call for permit questions?

Permitting Supervisor
(614) 645-2398

Where do I call for residential questions on carbon monoxide?

Code Enforcement
(614) 645-8139

Where can I get copies of Building Service Division forms on-line?

www.columbusonestopshop.com.

Zoning Questions:

What is zoning?

Zoning is the classification of land into districts. The purpose of zoning is to regulate the use of land, the placement, size and height of buildings, the front, side and rear yard requirements, lot coverage and parking.

What is the zoning classification for my property?

The official City of Columbus zoning map can be viewed at the Building Services Division Customer Service Center at 757 Carolyn Ave. between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday, or on-line at <http://gis.columbus.gov/oss/>. To obtain the zoning of the property one must come to the office or request the information by mail or fax.

You will need to provide the street address or Parcel Identification (PID) if possible. A more detailed Zoning Confirmation letter is available for a fee.

Commonly Asked Questions

How do I know what my property can be used for?

The Zoning Code (Title 33 of the Columbus City Codes) for the City of Columbus determines allowable uses. The code lists the kind of uses permitted or prohibited in each zoning district. It also notes restrictions on the location of buildings, the maximum height of buildings, the minimum lot size allowed and the density of development permitted.

The Code also gives requirements for parking and signs. Only after a complete review of all of these factors can you determine what your property can be used for under differing circumstances.

How do I apply for a zoning district change?

A request to change a zoning district is called a rezoning. It is different from a zoning variance, which does not change the underlying zoning classification, but allows someone to vary from a standard zoning (such as a side yard requirement) due to a hardship.

In a rezoning, the property owner discusses the proposed development plan with a staff planner. This will determine which zoning district is needed for the intentions of the property owner. When the appropriate district has been determined, the property owner submits a rezoning application to the Building Services Division along with appropriate fees and a survey of the property requested for change. This will begin a process of reviews, a public hearing before the Columbus Development Commission and eventually consideration by City Council.

A person may not file a rezoning application on someone else's property unless he or she has signed legal authorization from the property owner.

The likelihood of successfully changing the zoning designation of a site varies greatly. The primary considerations are the compatibility of the proposed change with surrounding uses and compatibility with the goals, objectives and policies of the area.

What role do area commissions and civic associations play in the rezoning and other public hearing review process?

Each group makes recommendations to be considered by the Development Commission, the Board of Zoning Adjustment, the Graphics Commission and City Council. Applicants are encouraged to discuss their plans with each group before submission.

How much does a rezoning cost?

The fee is determined by the number of dwelling units and how much land is involved. The filing fee and all necessary information for a basic rezoning is listed in the Rezoning Application which can be obtained at the Building Services Division location at 757 Carolyn Ave., Columbus, OH 43224 or on-line at www.columbusonestopshop.com.

What happens in the rezoning process?

First, staff will review the proposal and any plans that cover the area in order to develop a recommendation. The proposed rezoning, along with staff recommendation is then sent out to the appropriate area commission or major civic association for review. After obtaining a recommendation from the area commission or civic association, the Department of Development will schedule the rezoning for a public hearing before the Columbus Development Commission.

The Columbus Development Commission will review all recommendations and take testimony, then make a recommendation to City Council.

The Columbus City Council holds a weekly public hearing as part of their weekly meeting on Monday evening in order to consider the recommendation of the Development Commission, staff, area commissions, civic associations and other testimony. The decision of Council is final.

How long does a rezoning take?

The time frame for processing a rezoning application is approximately 90-180 days if there are no deferrals. Longer time frames are common depending on the complexity of the zoning request.

How do I challenge a rezoning?

If you wish to challenge a proposed rezoning your first opportunity is when it is being considered by the appropriate area commission or civic association. The next opportunity is during the public hearing held on the rezoning by the Development Commission.

Additional opportunities will be available when the rezoning is being considered by City Council. The number of speakers is limited.

Do traffic or sewer and drain issues play a role in the rezoning process?

Traffic does play a role in a rezoning, as does availability and capacity of sanitary sewers in the area.

What do I need from the Building Services Division when:

I WANT TO....	I NEED A	I APPLY AT.....
Build or remodel a residential structure or commercial building	Building Permit 757 Carolyn Avenue	BSD Customer Service Center
Install new plumbing	Plumbing Permit	BSD Customer Service Center Cashier
Install new electric service	Electric Permit	BSD Customer Service Center Cashier
Install new heating and cooling system	Environmental Air Permit	BSD Customer Service Center Cashier
Replace a heating & cooling or hot water unit	Environmental Air Permit or Plumbing Permit 757 Carolyn Avenue	BSD Customer Service Center Cashier
Replace siding, windows, roofing or build a deck less than 30" in height on a 1,2 or 3 family house	Registration Certificate	BSD Customer Service Center
Build a deck over 30" in height	Building Permit	BSD Customer Service Center
Replace siding, windows or roofing on an apartment, condominium or commercial building	Building Permit	BSD Customer Service Center
Change parking lot striping	Zoning Clearance	BSD Customer Service Center
Apply for a lot split	Lot Split	BSD Customer Service Center
Replace lost plans or permits	Request for Records	Building Inspection and BSD Cashier's Office
Install or upgrade a fire suppression system	Fire Suppression Permit	BSD Customer Service Center
Install or update a fire alarm system	Fire Alarm Permit	BSD Customer Service Center
Pave drive approach; curb or sidewalk	Construction Permit	Transportation Division 109 N. Front St.
Cut the pavement, excavate or place an embankment in a public right-of-way	Excavation Permit	Transportation Division
Install, renovate or repair sanitary sewer service	Sewer Tap/Repair Permit	Sewer Permit Office 910 Dublin Rd.
Install a septic tank	Plumbing Permit	BSD Customer Service Center Additional permits may also apply
Erect or change a sign greater than 9 square feet	Installation Permit	BSD Customer Service Center
Demolish a structure greater than 169 square feet	Demolition Permit	BSD Customer Service Center
Block public sidewalk, streets or alleys	Occupancy Permit	Transportation Division
Install a swimming pool	Building Permit	BSD Customer Service Center
Store flammable liquids or liquid petroleum	Flammable Liquid and Liquid Petroleum Storage Permit	Division of Fire 3639 Parsons Ave. Additional permits may also apply
Hang a banner	Miscellaneous Sign Permit	BSD Customer Service Center

Any work to be performed at a property located in a Historical District may need a "Certificate of Appropriateness" — for more information call the Historic Preservation Office at 645-8620. (see page 22)

Glossary

Alley — A right-of-way more than 10 but less than 35 feet wide, located at the rear side of lots, dedicated to public use for travel or transportation and generally affording secondary access to abutting property.

Architectural Review Commission — Individuals appointed by the mayor with the responsibility of reviewing and approving exterior changes within the city's historic districts and properties listed on the Columbus Register of Historic Properties.

Architectural Review Commissions:

Brewery District

German Village

Italian Village

Historic Resources Commission

Victorian Village

Area Commissions — A group of community residents and leaders established to afford additional voluntary citizen participation in decision-making in an advisory capacity, and to facilitate communication, understanding and cooperation between neighborhood groups, city officials and developers.

The Area Commissions are as follows:

Clintonville	North Central
Driving Park	Northeast
East Fifth Avenue	North Linden
Franklinton	South Linden
Greater Hilltop	University
Near East	Westland

Some areas are subject to Civic Association jurisdiction or a civic association/commission combination. To verify check with the Department of Development, Neighborhood Services Division @ 645-7564.

Building Code — Local health and safety regulations that pertain to the construction of new buildings.

Certified Address — The legal address for a structure or location as assigned by the City Engineers Office — not to be confused with a zoning address.

Certificate of Appropriateness — a document that states a proposed project meets all architectural standards and has been approved by the architectural review commission in the historic district in which it is located.

Density — The ratio of land area to the number of housing units built upon it.

E-plots and A-plot maps — GIS (Geographic Information Survey) printouts obtained at the Franklin County Auditors map room on the 20th floor of 373 S. High St.

Easement — Right to the limited use or enjoyment of land held by another. An easement is an interest in land to enable sewer or other utility lines to be laid, or allow for access to a property.

Feasibility Study — A detailed investigation and analysis conducted to determine the financial, technical, or other admissibility of a proposed project.

Flood Plain — A watercourse and its adjacent area subject to inundation by the base flood. The floodplain is composed of the floodway and the floodway fringe, and is the total area subject to Flood Plain Building Services.

Graphic — Any communication utilizing letters, works, numbers, symbols, pictures, color, illumination, geometric shapes or planes designed to be seen from any public place.

Ground Sign — A freestanding detached graphic whose support structure is imbedded in the ground.

Land contract — An agreement to transfer title to a property once the conditions of the contract have been filled.

Legal description — A written property description recognized by law that is sufficient to locate and identify the property without oral testimony.

Lot — A parcel of land occupied or designed to be occupied as a unit by one dwelling, one apartment complex, one multiple dwelling development, or one commercial complex and the accessory buildings or uses customarily incident to it.

Non-Conforming Use — A use that does not comply with the regulations of the use district in which it is situated.

Notarized Affidavit — A written declaration made under oath before a notary public.

Off-premise graphic — A graphic used to identify, advertise or promote any persons, products or services available principally at locations other than at the graphics location.

On-premise sign — A graphic used to identify, advertise or promote any persons, products or services available at that specific location.

Parcel — A portion or plot of land, usually a division of a larger area. Numbered to indicate ownership and taxing district.

Plan — A drawing of a proposed project.

Planned Unit Development (PUD) — A comprehensive land use strategy designed to accommodate developments larger than a stated minimum size which are planned, reviewed and approved as a unit.

Plat — A map or drawing of a land delineated by accurate distances and bearings from actual field surveys by land surveyors.

Projecting sign — Signs projecting more than 12 inches from the wall of a building.

Public Right-of-Way — An alley, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, lane, parkway, right-of-way, road, sidewalk, street, subway tunnels, viaduct, walk or other way in which a public entity has a proprietary right, or which is dedicated whether or not it has been improved.

Rehabilitation — Returning a property to a state of utility, through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property which are historically and architecturally significant.

Roof Sign — Signs erected upon the roof of a building, any portion of which is above the roof line of the building.

Spot Zoning — Zoning that fits no prescribed pattern.

Setback Line — The building line.

Statement of Hardship — A required statement by the property owner, indicating all reasons that a variance or exception to the existing zoning or graphics code should be granted for their purpose or need.

Subdivision — A tract of land that is split into lots and shown upon a survey plat.

Traffic Impact Study — An engineer's study conducted as required by the Traffic Standards Code to identify traffic impacts and their associated mitigation measures.

Use — The application of premise or a building to a particular purpose.

Wall Sign — A building mounted sign that does not project outward more than 12 inches from the surface to which it is attached.

Wetlands — Those areas that contain hydric soils and are inundated or saturated by surface or ground water at a frequency or duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions.

Zoning — Prescription by governmental entity of the purpose to which land or buildings may be put into specific areas, and to the architectural, structural, and/or spatial elements of such land or buildings.

Zoning Orders — Citation issued for violation of city zoning or graphics code.

Zoning Address — Number used for zoning application to locate property— not to be confused with a certified address.

Directory

Annexation

City of Columbus	645-8062
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Staff	645-7973
Graphics (sign) Permit	
General information	645-7314
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Sign Erector Licensing	
General Information	645-6083
Sign Erector Licensing Board (Secretary)	645-7973

Health Department 645-7417

Environmental Programs/Protections	645-8191
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Historic Preservation Office 645-8620

Land Management 645-5263

Lot Split 645-7814

Mayor's Action Center 645-2489

Mayor's Office 645-7671

Housing Division 645-7795

Planning 645-8502

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Recreation & Parks 645-7410

Refuse Collection 645-7620

Building Services Division 645-7433

Sewerage and Drainage Division 645-7175

Permit Office	645-7490
System Engineering	645-8156
Storm Water	645-6311

Tax Information

Map Room (Franklin County)	462-3220
Tax District Information (Franklin County) ...	462-4663
County Auditor (Delaware County)	740-833-2900
County Auditor (Fairfield County)	740-687-7028

Transportation Division 645-7790

Street Design	645-7348
Vacation of	
Streets and Alleys	645-5462
Water Lines	645-7677
Sewer Lines	645-8156
Electric Lines	645-7294

Water Division 645-8270

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Subdivisions	645-7814

Other Information Not Listed 645-8100

Index of Zoning Districts

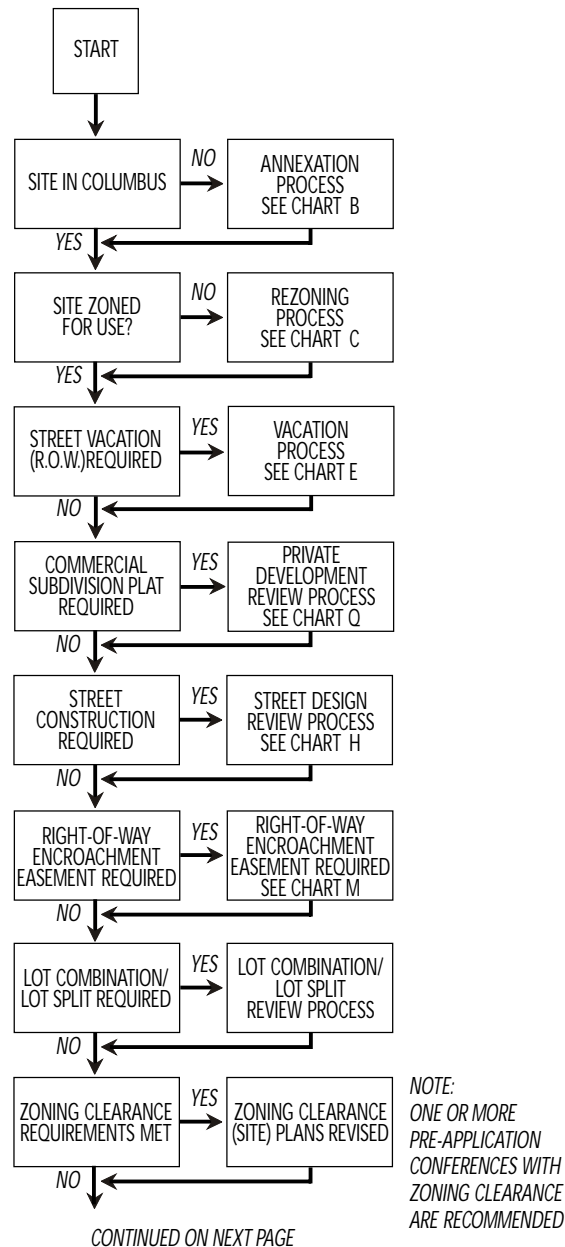
DISTRICT	USE	NET	DENSITY	NOTES
R	Rural	Single Family	5 acre minimum	
LRR	Limited Rural Residential	Single Family	1 acre minimum	100' minimum lot width
RRR	Restricted Rural Residential	Single Family	20,000 sq. ft.	100' minimum lot width
RR	Rural Residential	Single Family	10,000 sq. ft.	80' minimum lot width
SR	Suburban Residential	Single Family	7200 sq. ft.	60' minimum lot width
R1	Residential	Single Family	7200 sq. ft.	50' minimum lot width
R2	Residential	Single Family	5000 sq. ft.	50' minimum lot width
R3	Residential	Single Family	5000 sq. ft.	50' minimum lot width
TC	Town Center	Mixed Use		
NC	Neighborhood Center	Mixed Use		70' minimum lot depth
NG	Neighborhood General	Mixed Use		70' minimum lot depth
NE	Neighborhood Edge	Residential		70' minimum lot depth
R2F	Residential	1-2 Family	12/14.5 d.u./acre	3000 sq.ft. lot area 2-story 3600 sq. ft. lot area unit 1 story
R4	Residential	1-4 Family	17.4 d.u./acre	4 units per building maximum
AR12	Apartment Residential	Apartments	12 units/acre	Townhouse development
ARLD	Apartment Residential/Low Density	Apartments	12 units/acre	
AR1	Apartment Residential	Apartments	36.2 units/acre	
AR2	Apartment Residential	Apartments	54.6 units/acre	
AR3	Apartment Residential	Apartments & Institutions	Unlimited	
AR4	Apartment Residential	Apartments & Group Quarters	36.2 units/acre	Fraternities, Dormitories and Rooming Houses
ARO	Apartment Office	Apartments & Offices	Unlimited	
MHD	Manufactured Home Development	Single Family	7200 sq. ft.	Specific Design Standards
MHP	Manufactured Home Park	Manufactured Home	6/acre gross area	10-100 acres/park
PC	Planned Community	Mixed Uses	14 units/gr. acre	200 acre minimum size Registered Site Plan
PUD	Planned Unit Development	Single & Multi-Family	2-8 d.u./acre	Registered Site Plan
I	Institutional	Medical Buildings/Public Use		Limited Commercial Schools, Day Care, Elderly Housing
C1	Commercial	Neighborhood Uses, Limited		
C2	Commercial	Offices		
C3	Commercial	General Commercial, Limited		
C4	Commercial	General Commercial		
C5	Commercial	Drive in & Automobile Oriented		
CPD	Commercial Planned Development	All Commercial		Registered Text and Site Plan Required
M	Manufacturing	General Industrial & Commercial		
M1	Manufacturing	General Industrial		Development Standards
M2	Manufacturing	Limited Industrial & Office Use Only		Development Standards
EQ	Excavation & Quarrying	Quarrying & Agriculture		Development and Redevelopment Standards
P1	Private Parking	Parking		No Structures, No Charge
P2	Public Parking	Parking		No Structures, Pay Parking
DD	Downtown District	Residential, Retail, Office, Parking, Institutional, Industrial w/Certificate of Appropriateness		Certain uses are subject to Design Review Commission Approval
UCRPD	University-College Research Park Development			
L	Limited Overlay	Limits usage of base zoning or provides for additional standards		

Commercial Development Process

Chart A

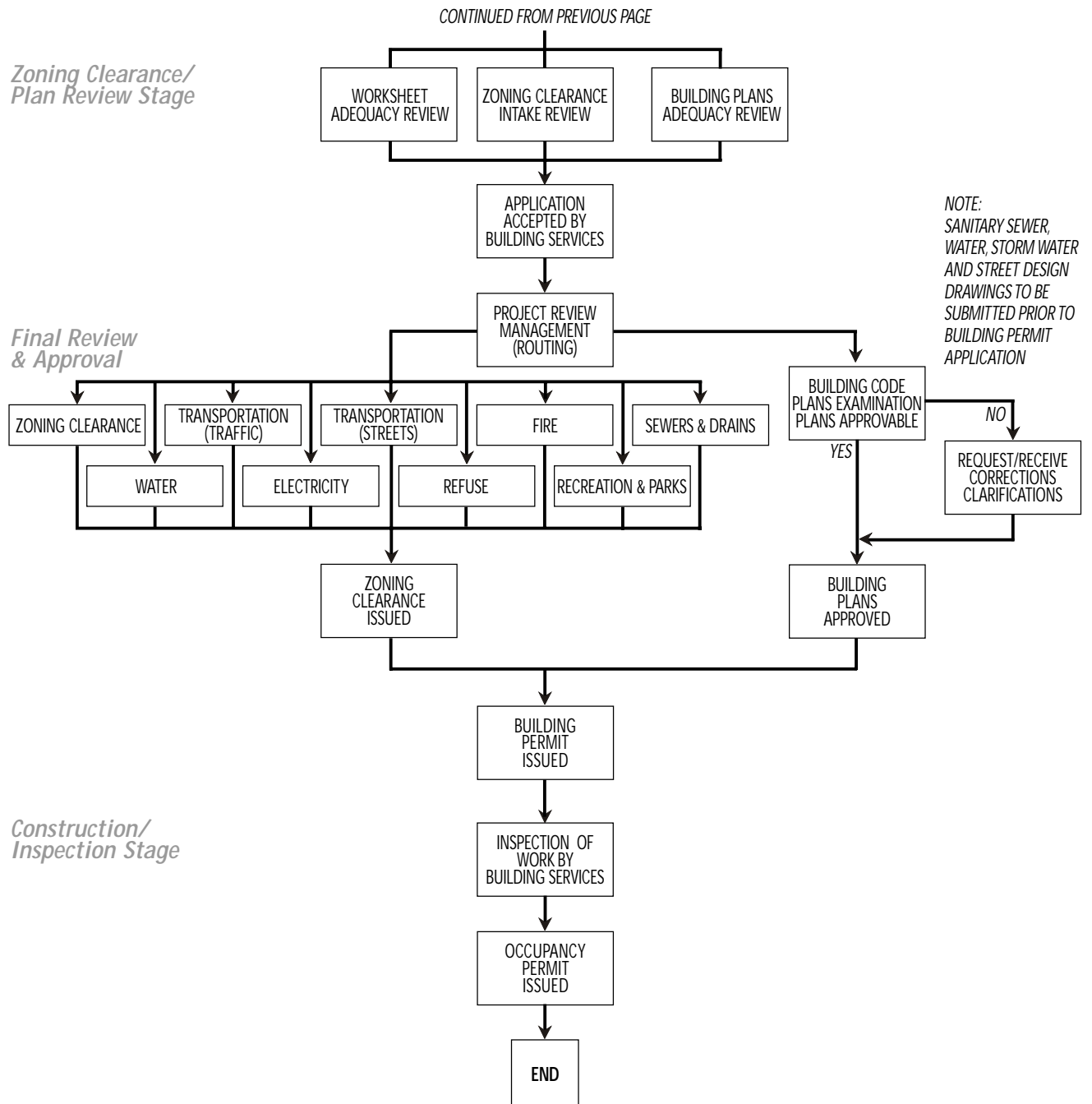
(including industrial and multi-family residential)

*Site Design/
Development Stage*



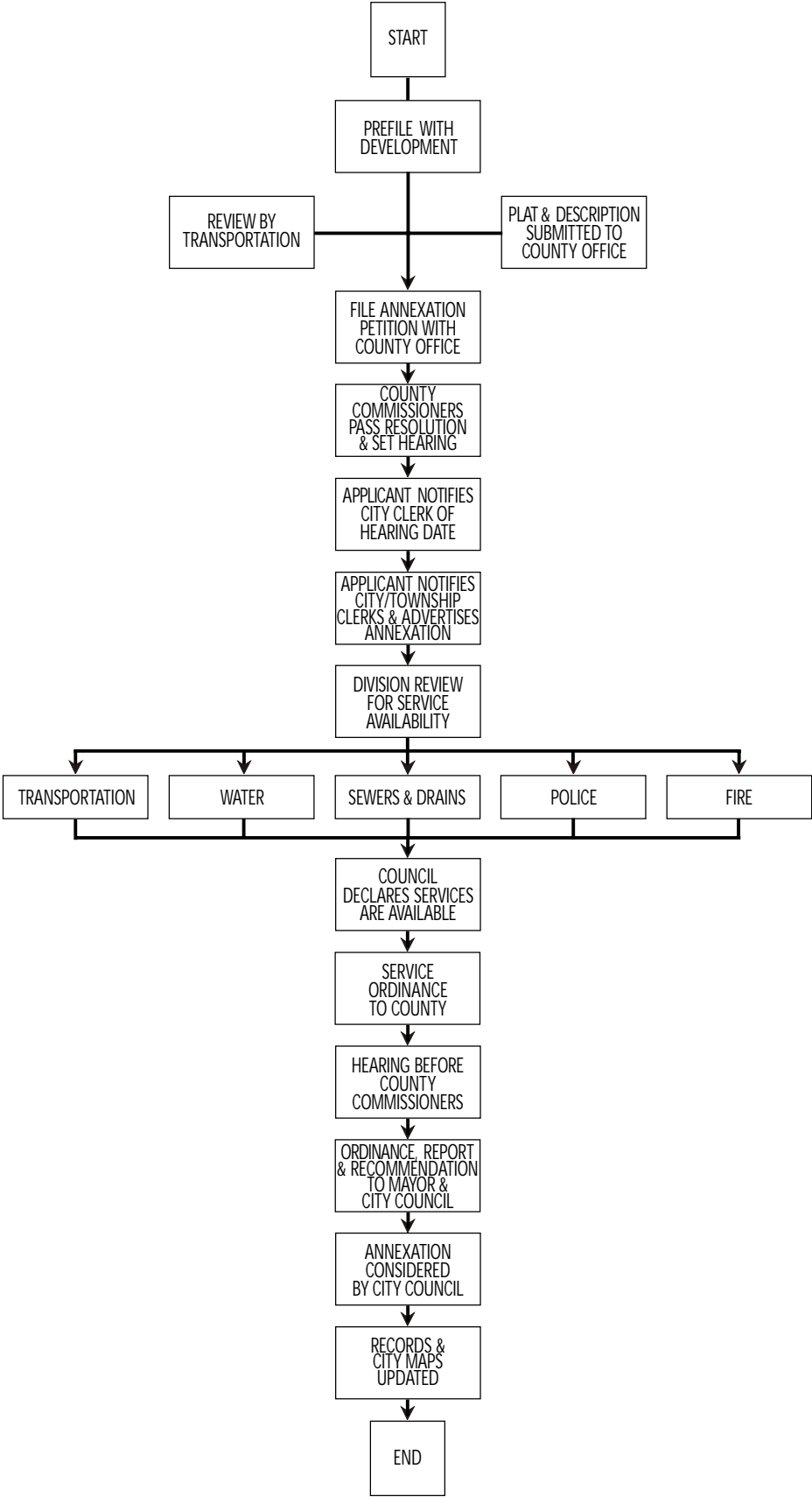
Commercial Development Process

Chart A *Continued*

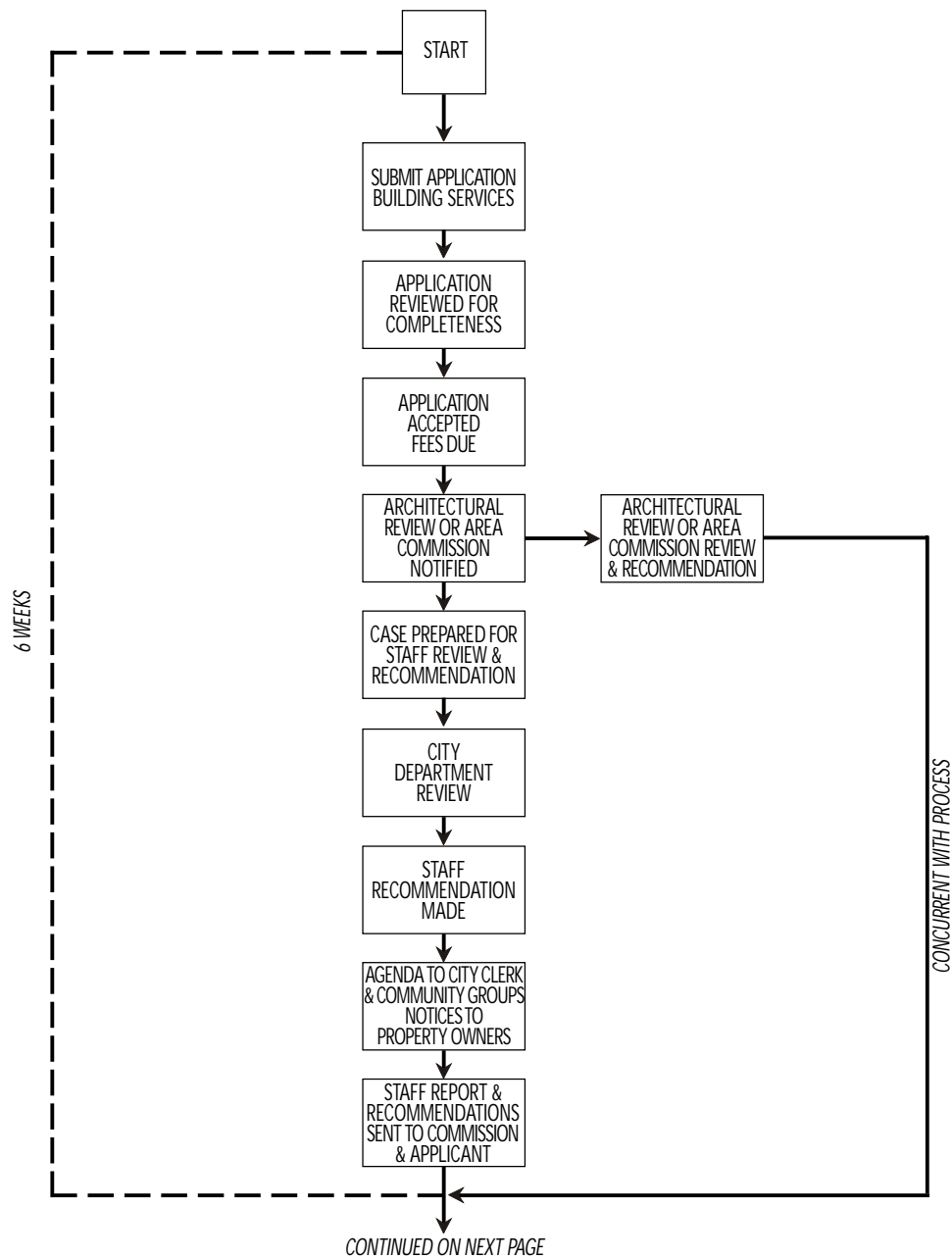


Annexation Process

Chart B

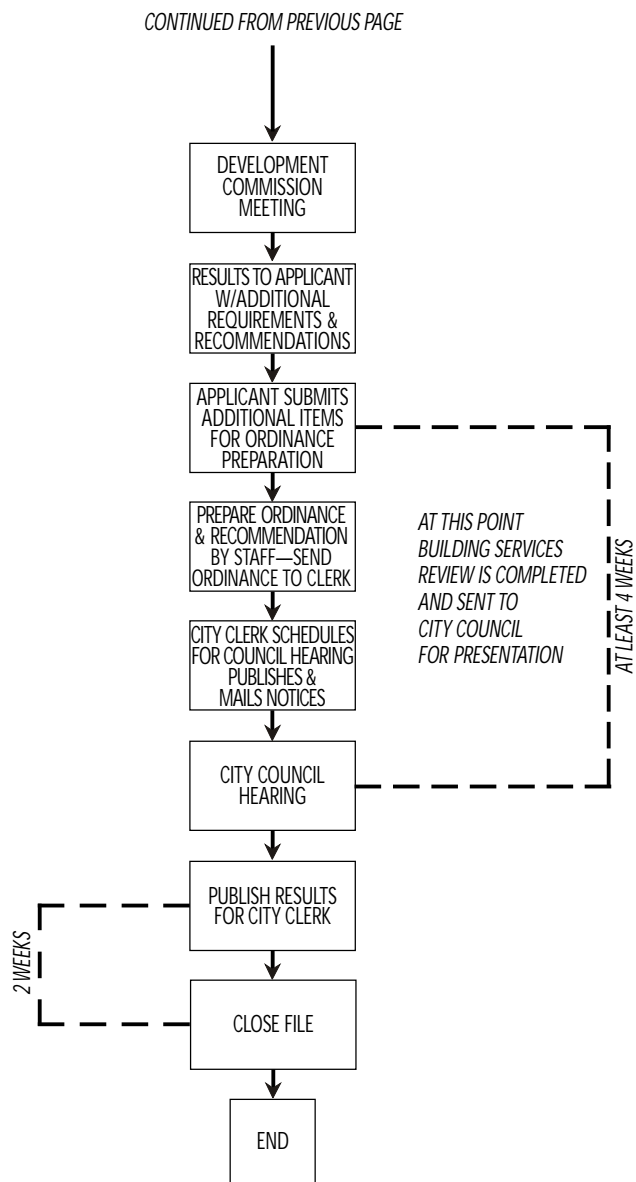


Rezoning Process Chart C



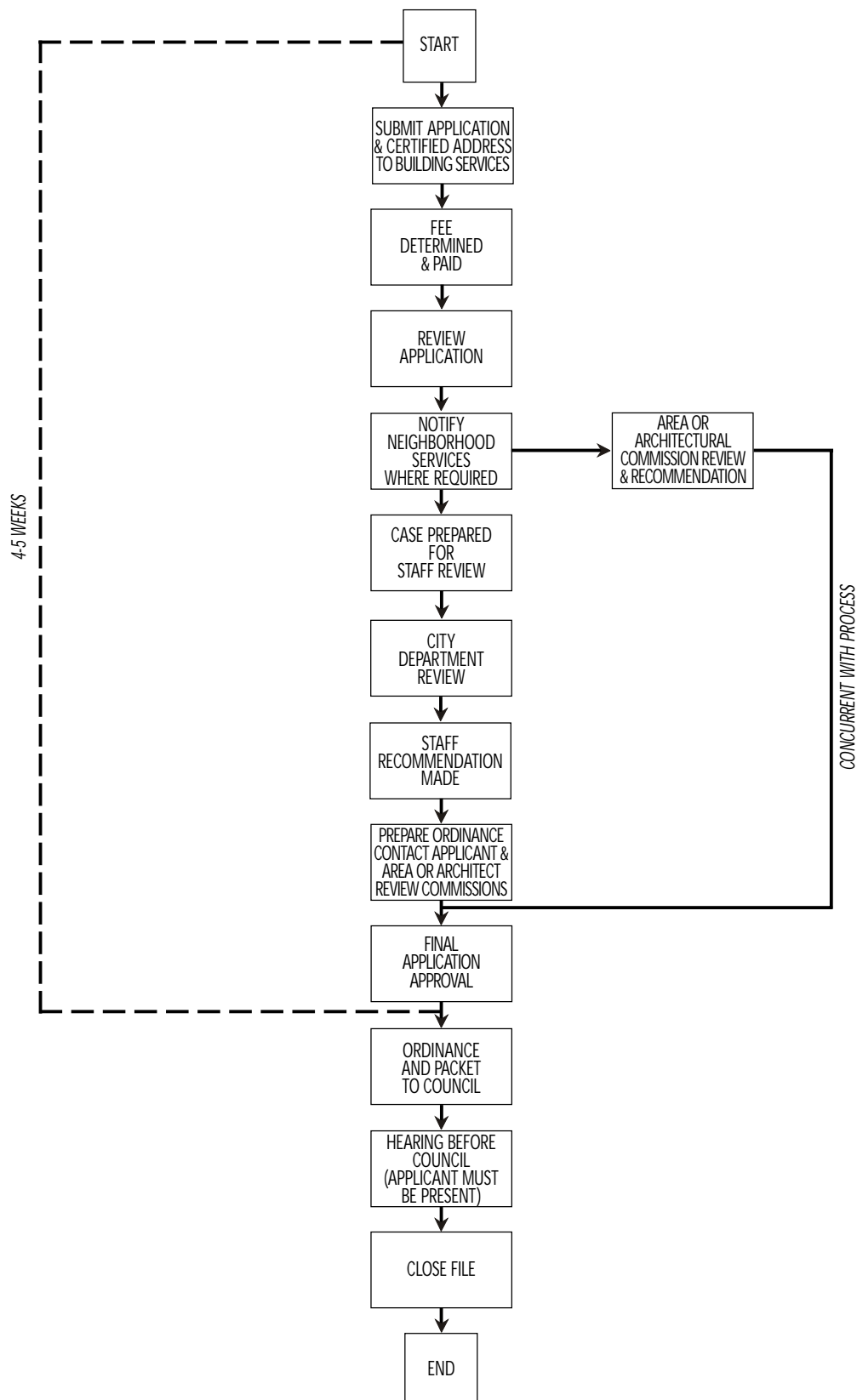
Rezoning Process

Chart C *Continued*



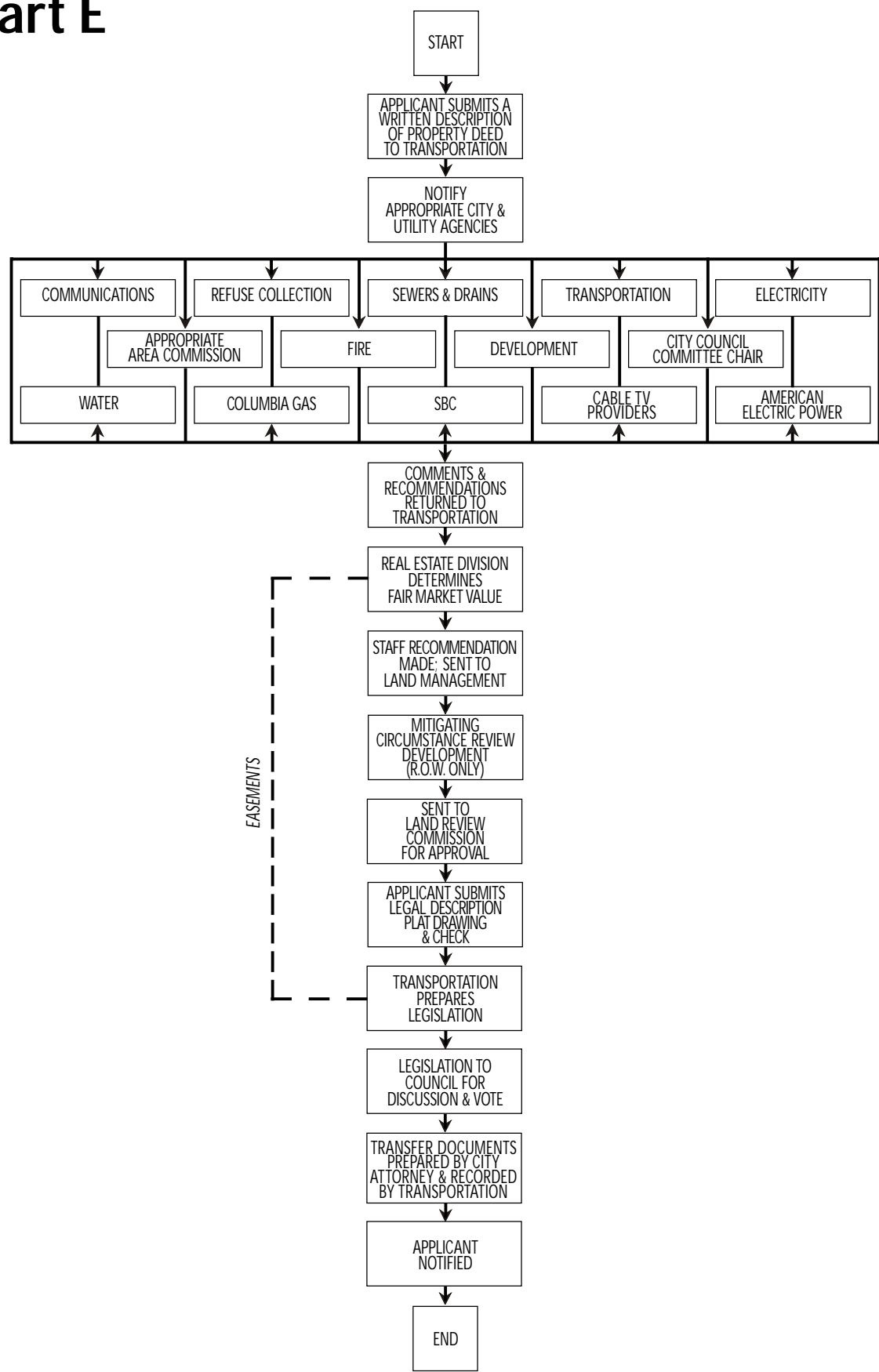
Council Variance Process

Chart D

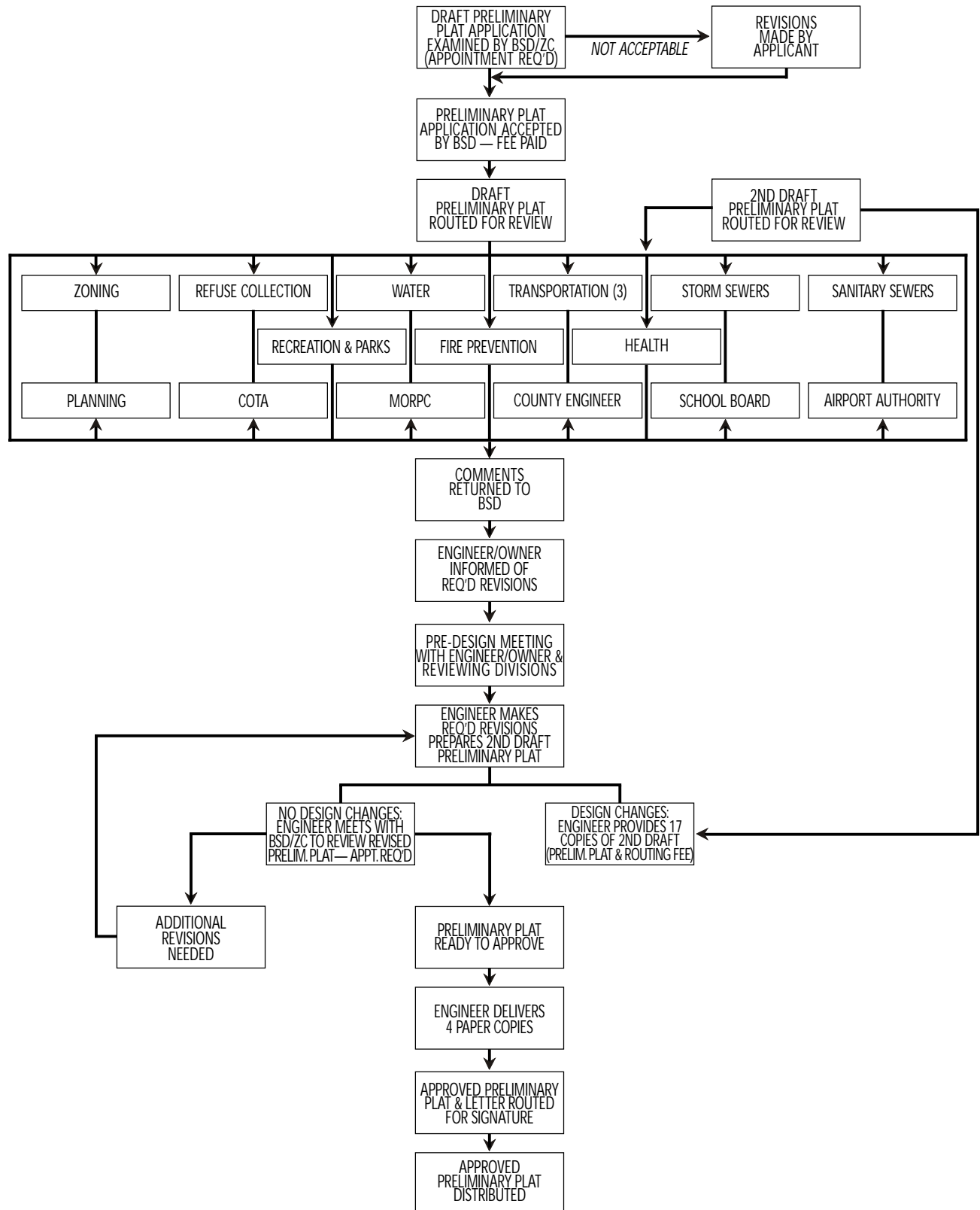


Right-of-Way Vacation Process

Chart E

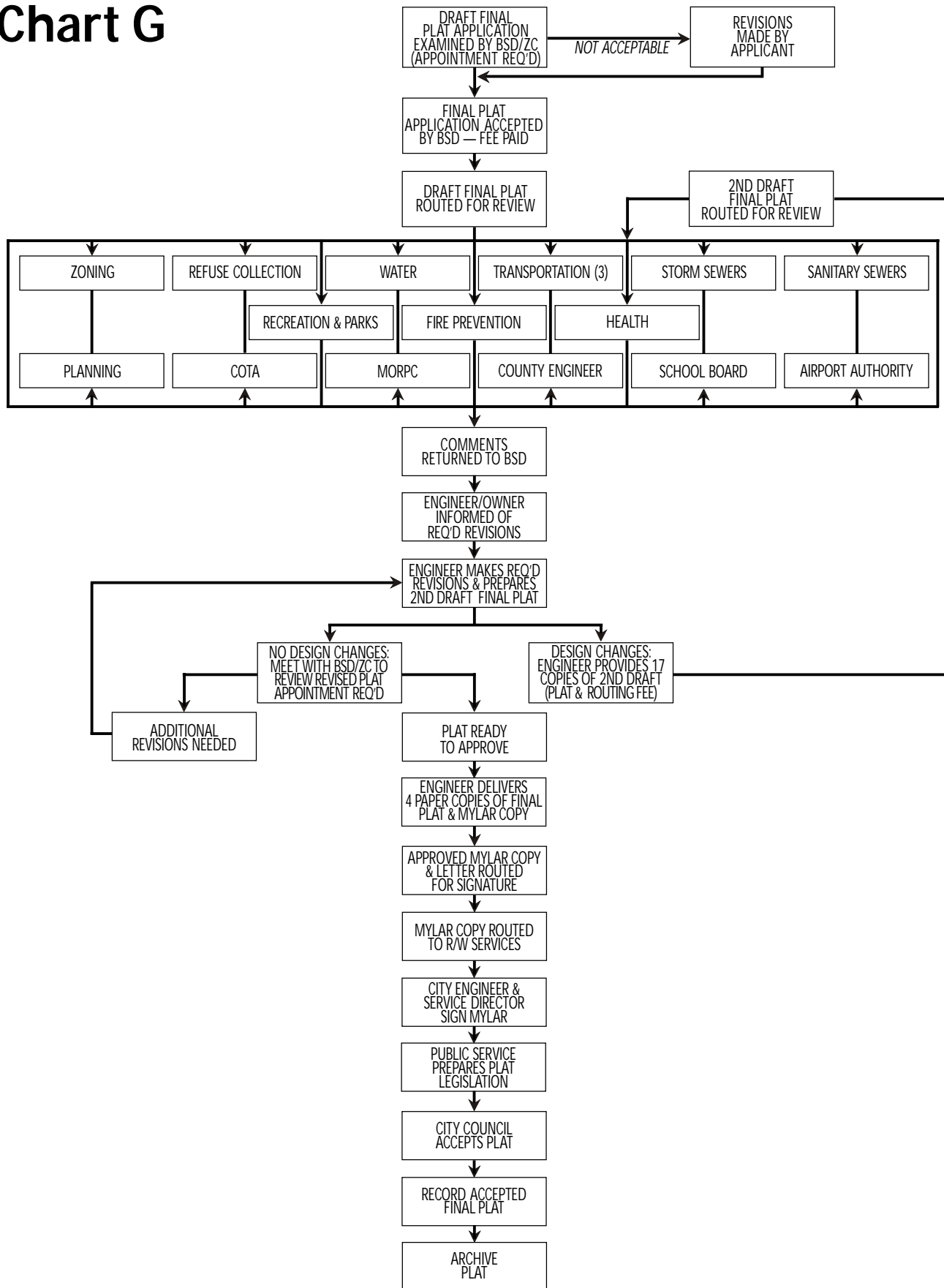


Preliminary Plat Process Chart F

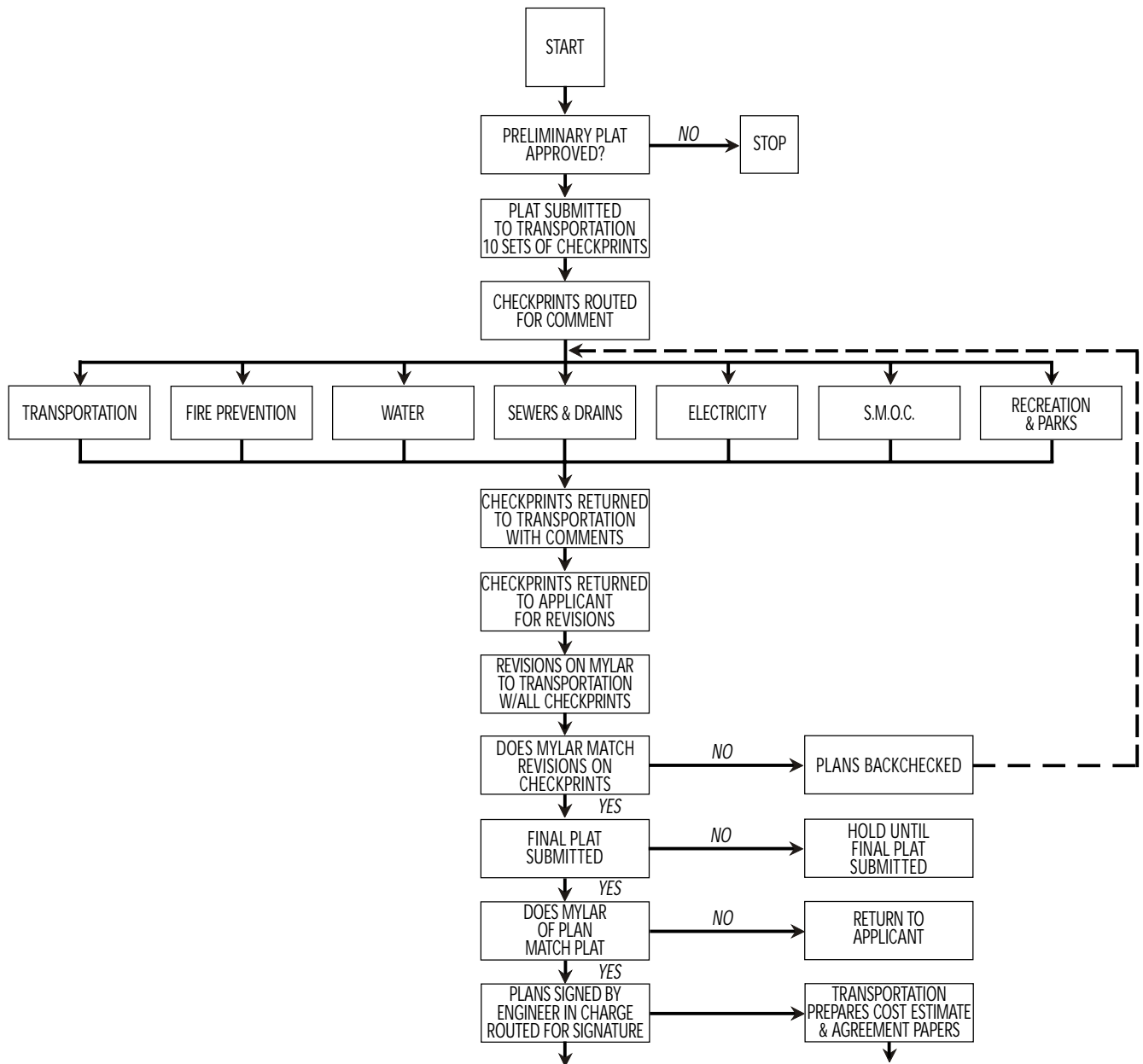


Final Plat Process

Chart G

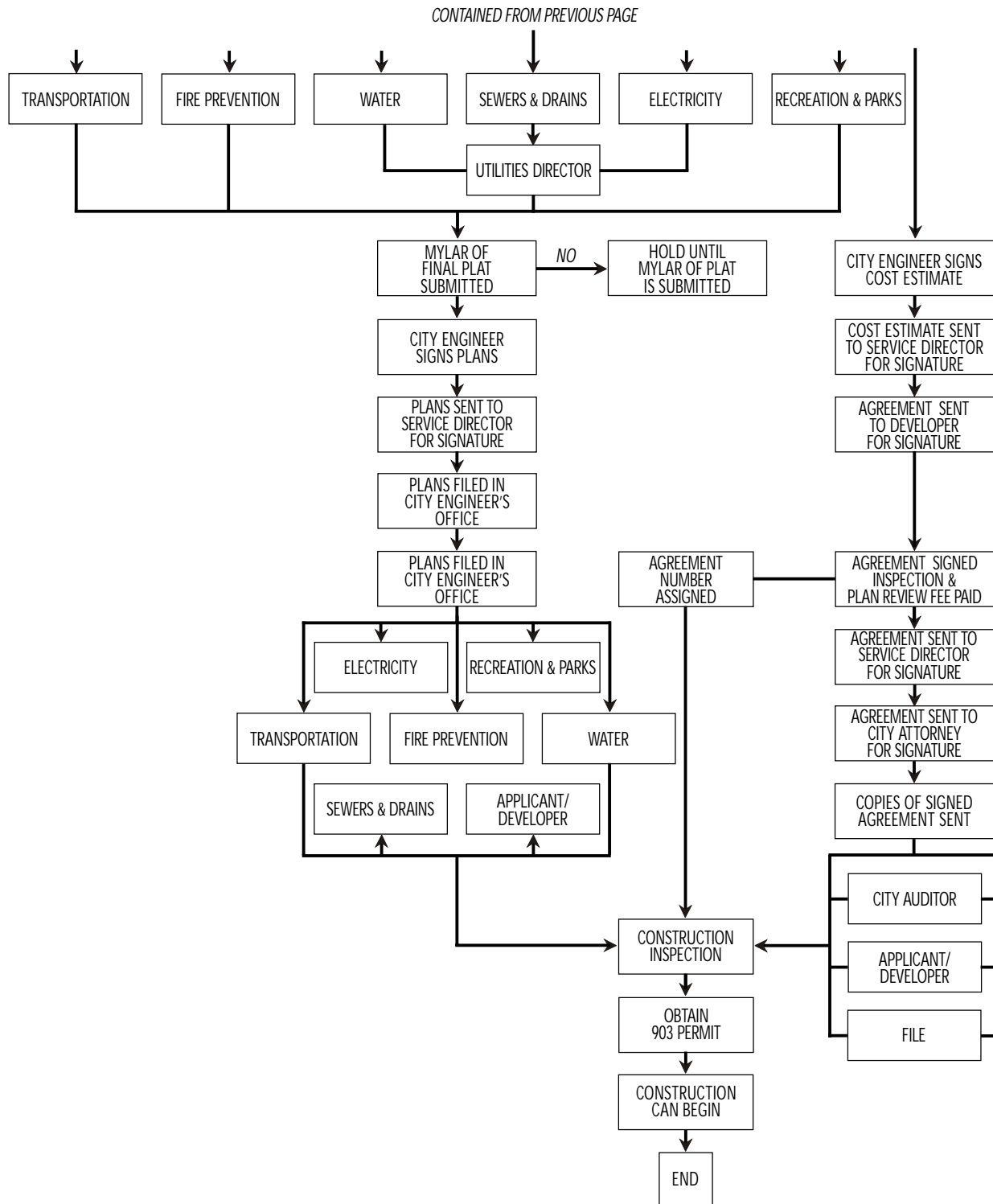


Roadway Engineering Review Process Chart H

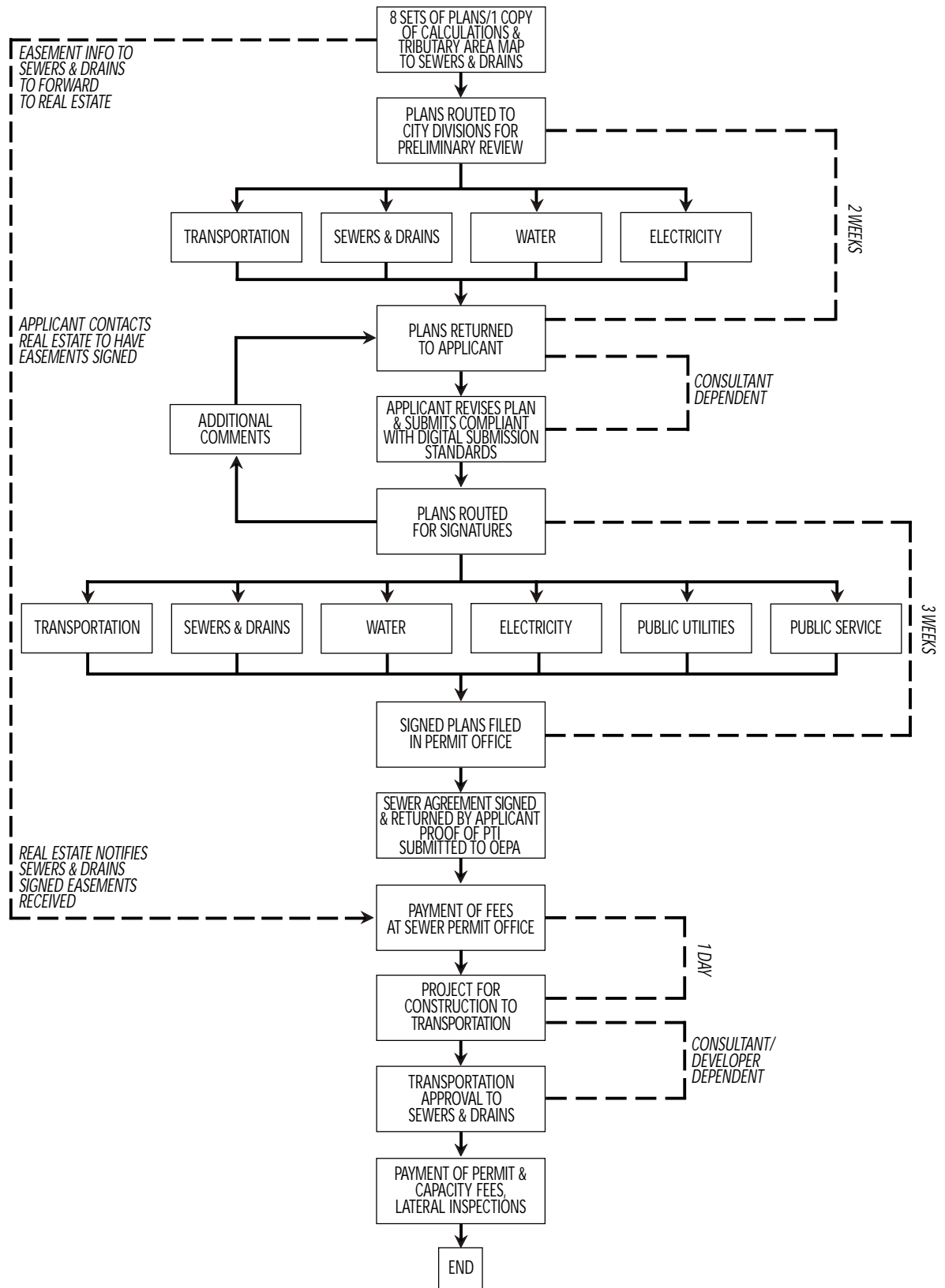


Roadway Engineering Review Process

Chart H *Continued*

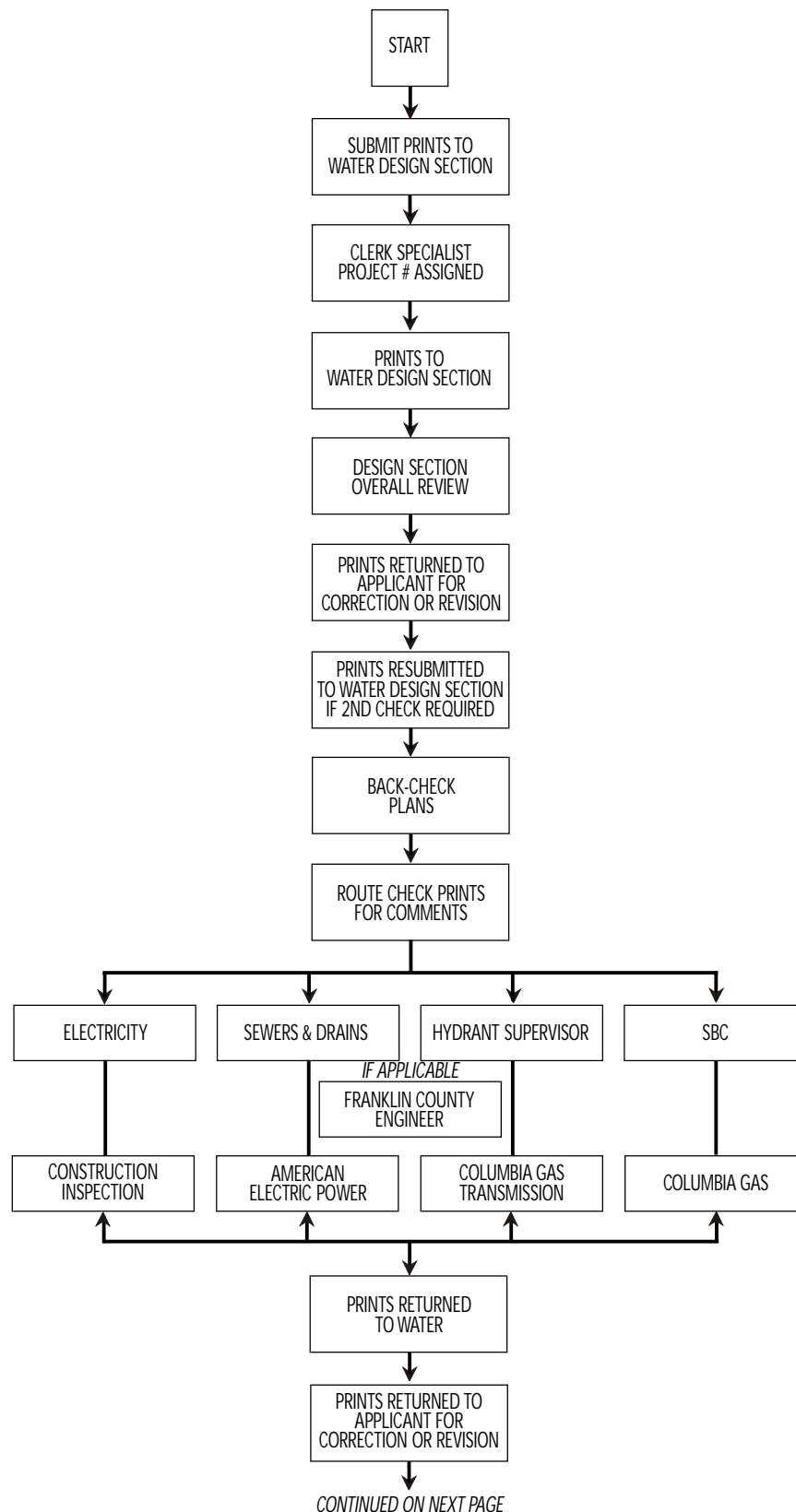


Private Sanitary & Storm Sewer Plan Approval Process Chart I



Public Water Line Approval Process Chart J

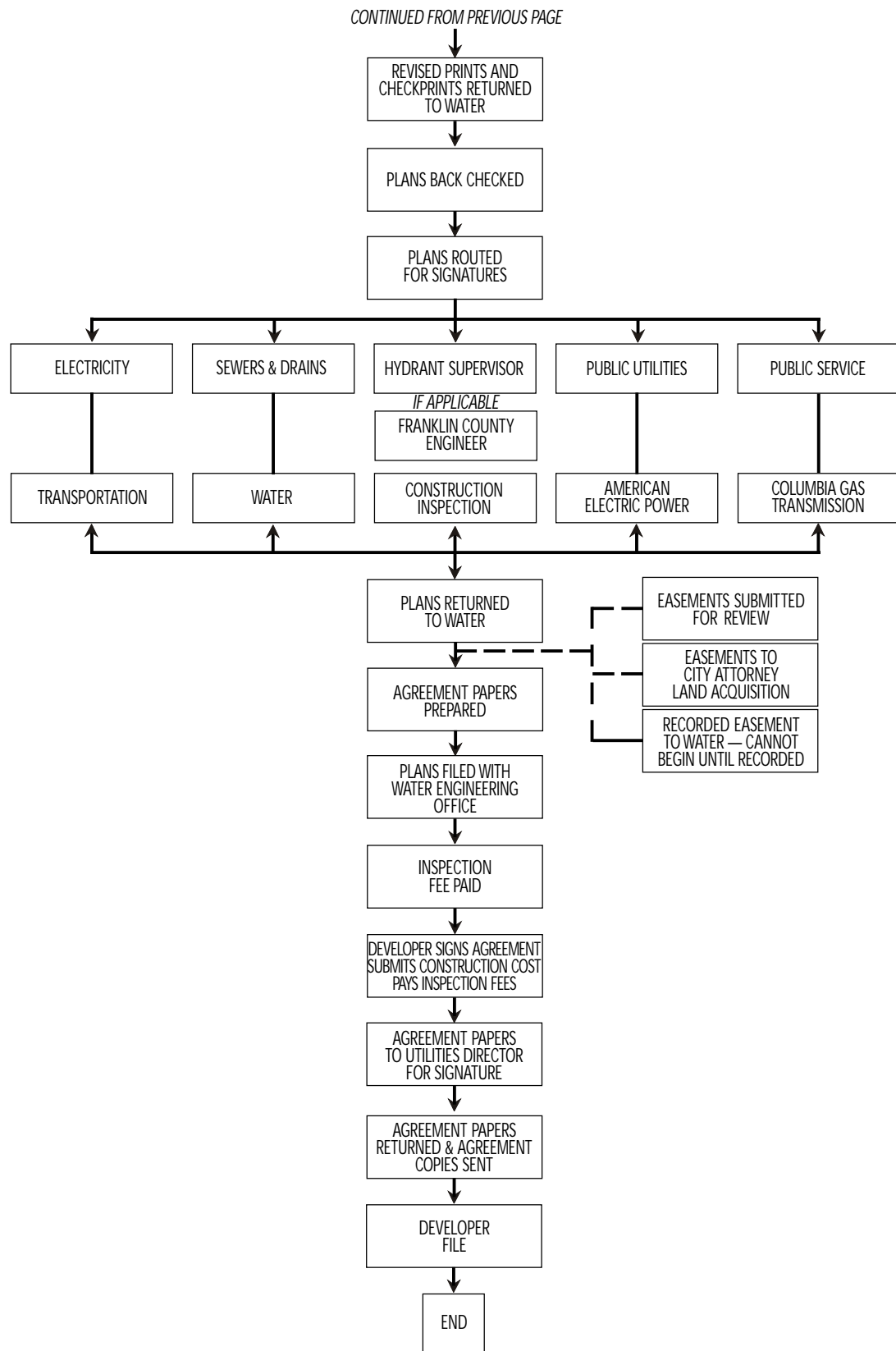
(Privately Developed)



Public Water Line Approval Process

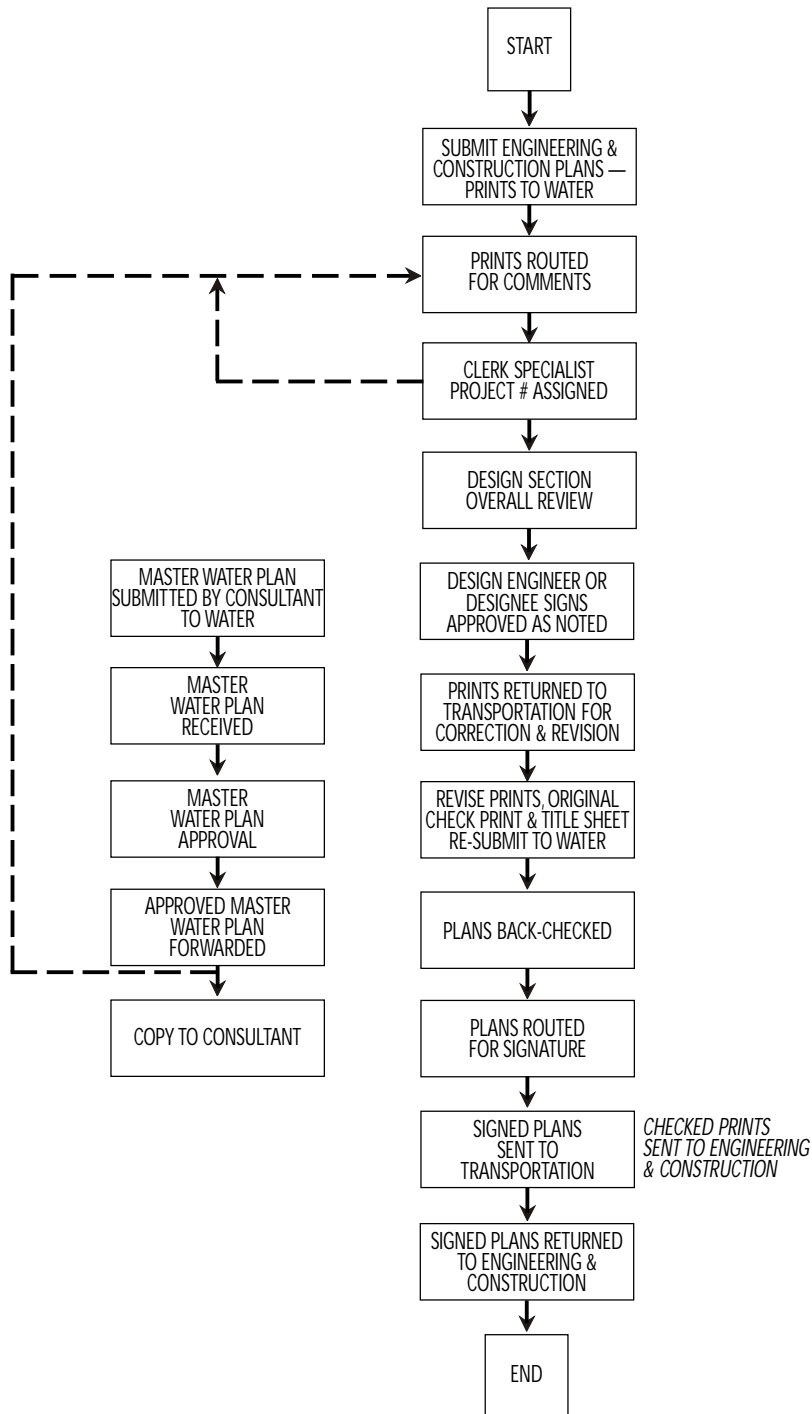
Chart J

(Privately Developed)

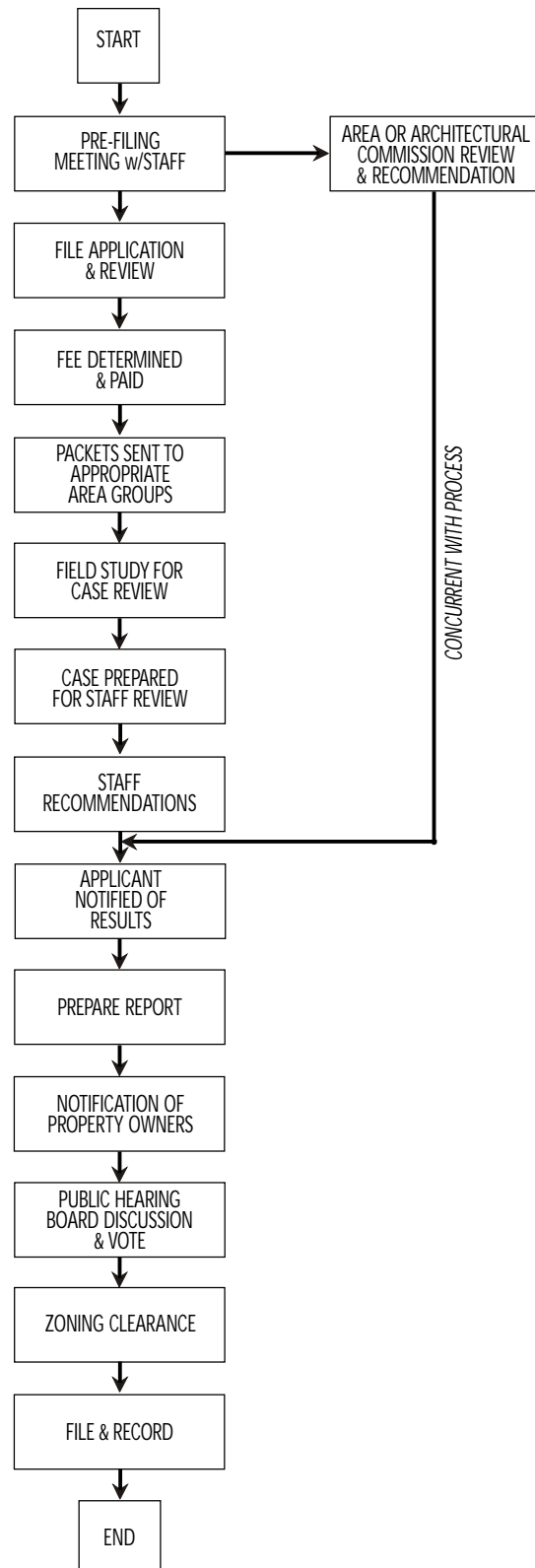


Water Division Flow Chart for Commercial/Industrial & Single Family Subdivisions

Chart K

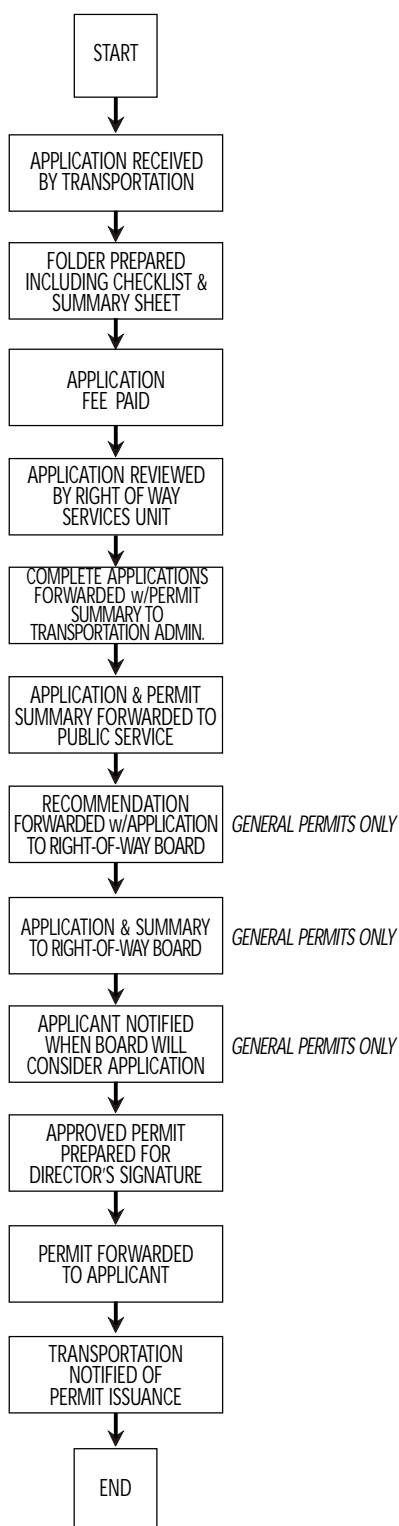


Board of Zoning Adjustment (BZA)/ Graphics Commission/Variance Review Process Chart L

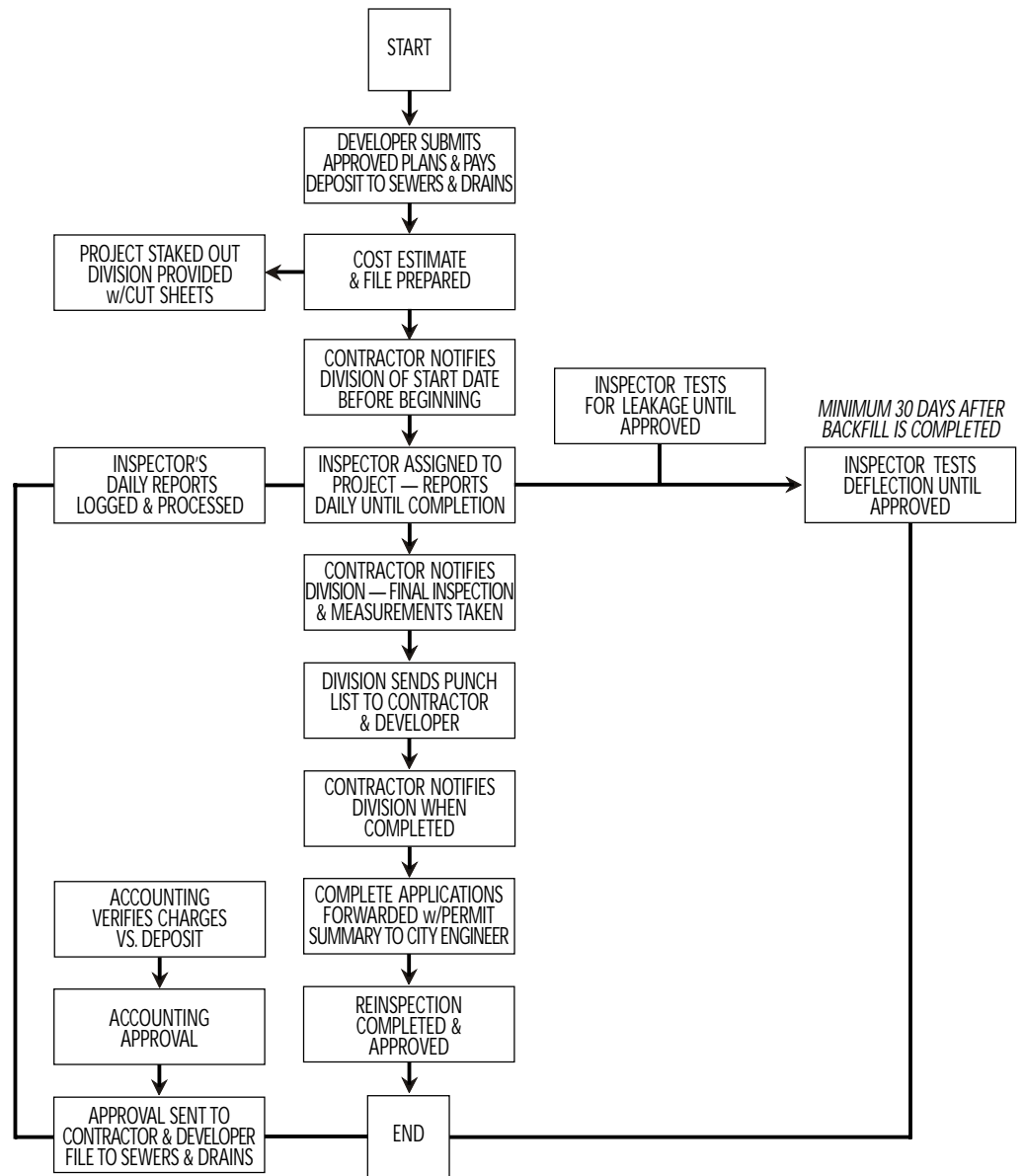


Right-of-Way Permit Process

Chart M

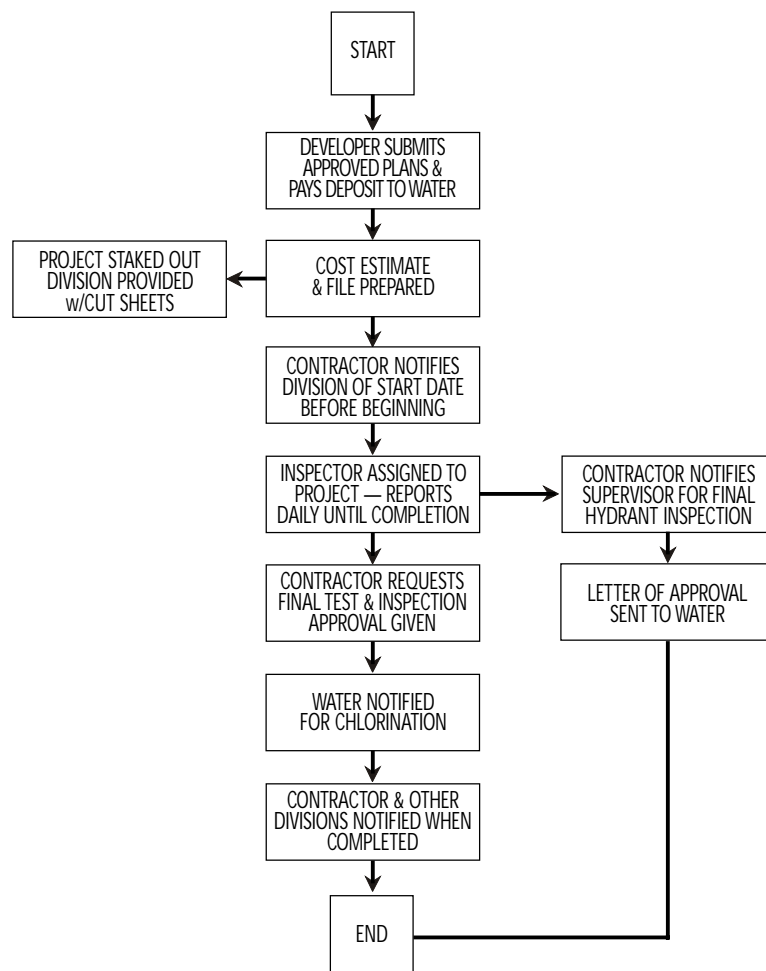


Sanitary Sewer Approval Process Chart N

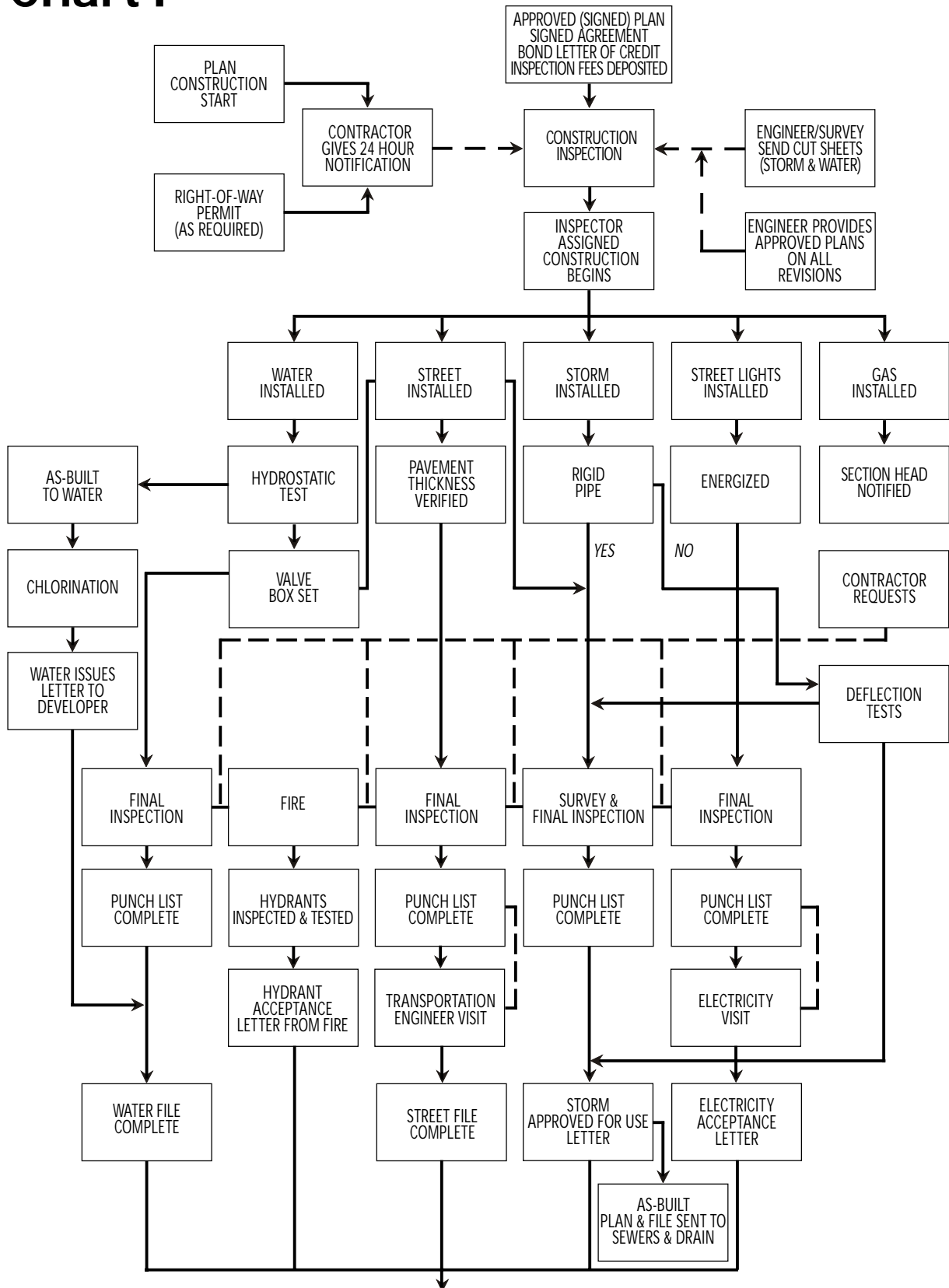


Water Line Approval Process

Chart O



Private Development Approval Process Chart P

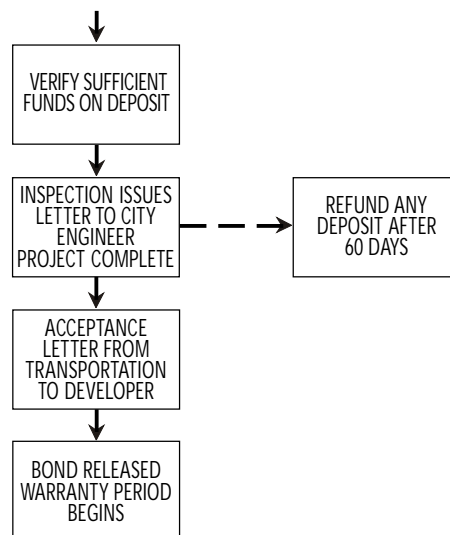


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Private Development Approval Process

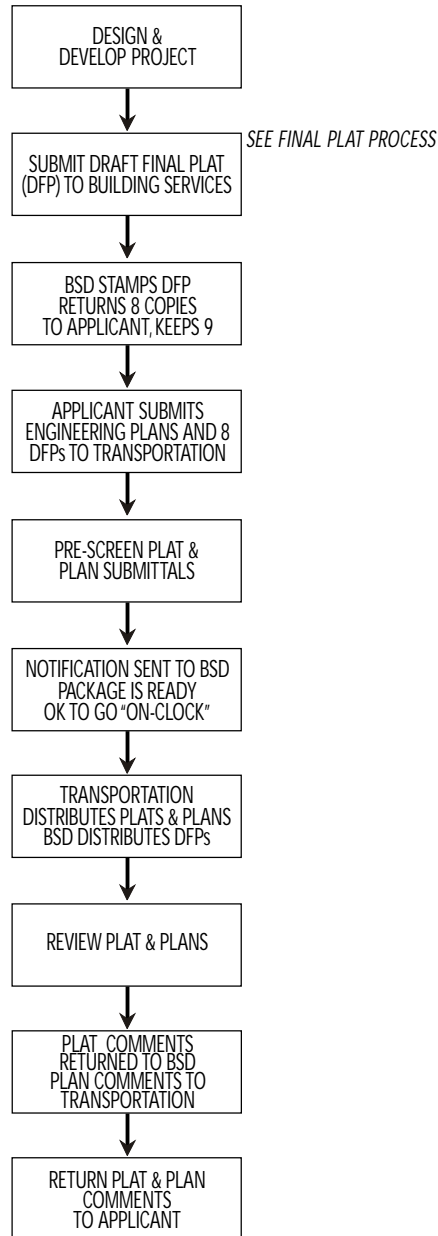
Chart P *Continued*

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Concurrent Plat & Plan Review Process Chart Q

First Review



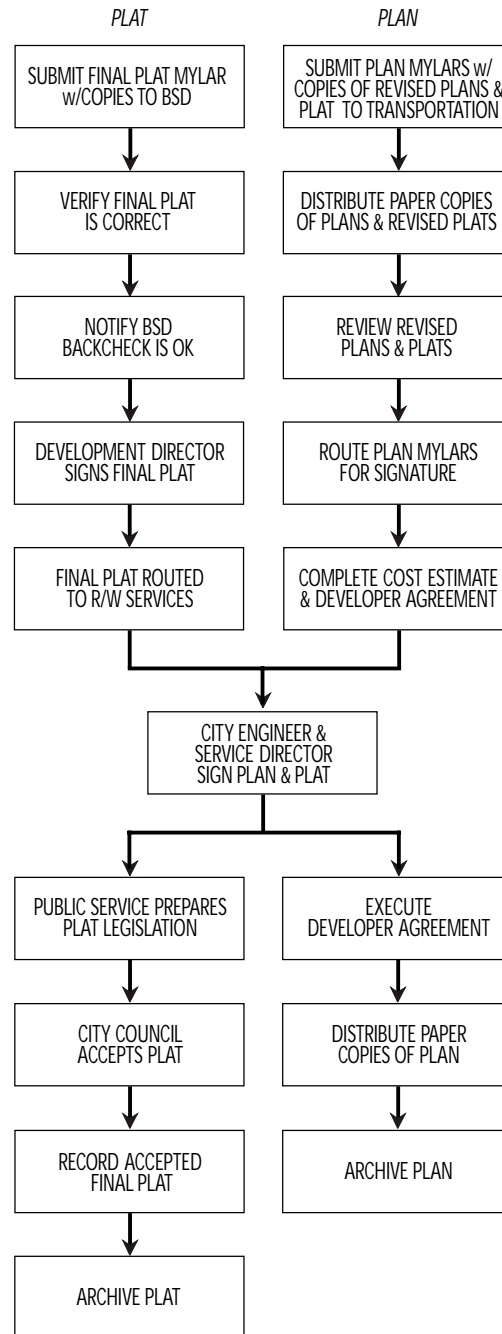
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Concurrent Plat & Plan Review Process

Chart Q *Continued*

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*Second Review
& Approval*



[illegible]

Notes

[illegible]